

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**November 14, 2017**

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

**Absent:** Jim Schultz

**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**

Schultz absent/Quorum established.

**3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**

Ms. Cauley certified that we are in compliance.

**4. REVIEW OF THE NOVEMBER 10, 2017 AGENDA**

No Changes

**5. PUBLIC COMMENTS**

No Comments

**6. APPROVAL OF THE OCTOBER 10, 2017 BOARD MINUTES**

Mr. Jones made a motion to approve the October 10, 2017 board minutes.

Mr. Tietz seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

No communications

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

Mr. Bellford reviewed the September 2017 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$96,335. This includes our carryover from 2016 but excludes any prepaid adjustments. This compares to a projected year-end balance of \$78,243 at the end of July. 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 OCTOBER, 2017 VOUCHERS**

Mr. Bellford reviewed the summary sheet of vouchers totaling \$719,883.89 (attached).  
Mr. Tietz made a motion to approve the October 2017 vouchers totaling \$719,883.89.  
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 for our Birth to Three program and Intake are based on a pass/fail Federal indicators. Both areas are at 100% compliance.
- We will be having a Children's & Family's Federal services review in April of 2018 and all of our data is in good standing as it relates to child contacts.
- We would like to highlight "Celebrate Children" license plates and attached is information on how to order one. The proceeds will go the Child Abuse Prevention board.
- We filled a few vacancies and are happy with the individuals. We will interview for a few more positions next week.
- DCF asked us to present our Motivational Interviewing initiative and how we integrate it in our culture at last weeks PS/IHSS state wide summit. Erica Lowrey, Laura Wagner, and Michelle Rushton did a great job presenting it at the statewide convention and received great feedback and many follow-up questions.
- A family that was in our house downtown transitioned into permanent housing. A second family will be moving in soon. This is already yielding a cost savings to the county and is best for families.

**Behavioral Health:**

Ms. Cauley reported on the following items for October:

Key Outcome Indicators for all teams are being met.

- EMH crisis calls are up to 8824 through October and we had 8714 for all of last year.
- We had 17 emergency detentions and the diversion rate is 75%.
- Eleven of our staff trained 184 Whitewater School District staff last Friday in DBT concepts and techniques. It went very well and they were very appreciative.
- On Thursday, all of the Jefferson County school districts will be meeting to discuss more DBT training in schools. Two Foundations will fund the training.
- Kelly North, one of our emergency mental health intake staff, put together a training in Trauma Informed Care. This training will be included in the CIT with the school districts and law enforcement.
- We are applying for a grant with Rock and Walworth Counties to fund an opioid treatment center, which will probably be located in Janesville. It will also fund outreach in our county.
- We had a review of our Community Recovery Services and it went very well.

### **Administration:**

Mr. Bellford reported on the following items:

- All projected capital projects have been completed this year.
- During the fire alarm testing, it was found that the alarms were not working in the two rescue assistance areas where wheelchairs would wait for help. We received bids on repairing this and accepted the lowest bid of \$2,900 to fix them.
- We are working on the county-wide Munis accounting system that is expected to go live on December 1.
- We are working on major reports due to the state.
- Fiscal staff changed offices with the Mental Health staff in order to accommodate more room for them to see clients. Maintenance worked diligently and did a great job to get over 20 people moved.

### **Economic Support:**

Ms. Johnson reported on the following items:

- Our **Key Outcome Indicators** are being met and are as follows:
  - *We have 30 days to get 100% of all applications processed. We processed 98.10% of them timely.*
  - *The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was at 95.29%.*
- We have a vacancy and are interviewing this week.
- The Marketplace enrollment began on November 1 – December 15 for individuals who are new or need to renew their plans. An individual from Covering Wisconsin located in Madison comes here every Wednesday to help.
- Energy Services began late October so their staff came to talk to us about their services.
- Beginning November 1, there were some changes to the Child Care Assistance program, which will help keep a continuity of childcare services.
- We received a call from an individual who spoke with one of our case managers and she was very appreciative of the help and it gave her hope.

### **ADRC:**

Ms. Olson reported on the following items:

- The Adult Protective Services and Elder Abuse program key outcome indicators were met for October.
- The ADRC's KOI has held at the 100% compliance rate to improve response time of functional screen assessment. During the month of October, 26 screens were completed and calculated for eligibility within 14 days.
- The Home Delivered Meal Program's KOI was met in October. There were five new home delivered meal requests. One person in Cambridge was referred to the Dane County site, which will remain open for 2018. A couple in Helenville was informed of other options as they reside outside the perimeters of the delivery route. Next week, Leigh Fritter and I will meet with representatives from the Watertown Hospital and Dodge County to review the home delivered meal program. Our plan is to provide meals to Jefferson County residents through the Senior Center dining site. We are willing to work with Dodge County to provide the best possible solution to the Watertown residents.

- The Transportation Program's KOI is to meet qualifying ride requests 100% of the time. There were 435 1-way trips completed. The Veteran's Van provided 56 one-way trips.
- The Caregiver Fair had poor attendance so we will review other ways on how to assist caregivers.

- 11. DISCUSSION AND POSSIBLE ACTION ON ADDITIONAL 2017 GROUP SERVICES BILLING RATES**  
 Ms. Bellford reported that we have two additional service billing rates; EMH Masters and EMH Bachelors. (attached)  
 Mr. Jones made a motion to approve the billing rates as listed.  
 Mr. McKenzie seconded.  
 Motion passed unanimously.
- 12. DISCUSSION AND POSSIBLE ACTION ON AUTHORIZING EXECUTION OF STATE HUMAN SERVICES CONTRACTS, CONSORTIUM AGREEMENTS AND PROFESSIONAL/CARE PROVIDER CONTRACTS**  
 Ms. Cauley reported that this authorizes the execution of contracts, agreements and provider contracts as well as the Aging Unit budget. Ms. Olson reviewed the Aging Unit budget. (attached.) This resolution will be on the County Board agenda tonight.  
 Mr. McKenzie made a motion to approve authorizing execution of State Human Services contracts, consortium agreements and professional/care provider contracts and the Aging Unit budget, and to submit it to the County Board for approval.  
 Mr. Kutz seconded  
 Motion passed unanimously.
- 13. DISCUSSION AND POSSIBLE ACTION ON AMENDING THE AGING & DISABILITY RESOURCE CENTER ADVISORY COMMITTEE (ADRC) BY-LAWS TO DECREASE MEMBERSHIP FROM 11 TO 7 MEMBERS.**  
 Ms. Olson reported that it would be helpful to have between eight and nine members on the Committee.  
 Mr. Jones made a motion to amend the Aging & Disability Resource Center Advisory Committee By-Laws to change the membership to not more than 11 members and not less than 5 members.  
 Mr. Tietz seconded.  
 Motion passed unanimously.
- 14. REVIEW AND DISCUSS INFORMATION FROM MEETING ON HOMELESSNESS**  
 Ms. Cauley reported that they held a meeting on homelessness and many stakeholders were present including several board members. There was discussion about the meeting and the information that was presented.
- 15. DISCUSS UPCOMING WISCONSIN COUNTIES HUMAN SERVICES ASSOCIATION CONFERENCE**  
 The WCHSA Association conference will be held on November 30 – December 1 and everyone is invited to attend.

**16. DIRECTOR'S REPORT**

Ms. Cauley reported on the following items:

- On December 11 in Watertown from 7:30 a.m. – 10:00 a.m., there will be a program on Every Child Thrives.
- The outpatient clinic staff had difficulty finding therapy rooms, so we moved fiscal and the clinic staff to solve the problem. Maintenance did a great job moving everyone.
- The ADRC staff also have to move into offices that are in the Health Dept.
- We will have new positions beginning on the Long Term Care team so 10 staff who are located on the top floor of Hillside will be moving into 5 office at the UW Extension in the Workforce Development Center building. That team will move by the end of December.

**17. ADJOURN**

Mr. Jones made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 10:15 a.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**

Tuesday, January 9, 2018 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549