

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
August 14, 2018

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

Absent: John McKenzie

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 Kelly Witucki 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

McKenzie absent/Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE AUGUST 14, 2018 AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE JULY 10, 2018 BOARD MINUTES

Mr. Mode noted a correction with item #2, as Mr. Schultz was absent.

Mr. Tietz made a motion to approve the July 10, 2018 board minutes with the correction.

Mr. Schultz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF JUNE 2018 FINANCIAL STATEMENT

Ms. Cauley reviewed the June 2018 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$324,631.00. This includes our carryover from 2017 but excludes any prepaid adjustments. Projections this early in the year are subject to change. Mr. Bellford 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 JULY, 2018 VOUCHERS

Mr. Bellford reviewed the July 2018 summary sheet of vouchers totaling \$609,505.40 (attached).

Mr. Jones made a motion to approve the July 2018 vouchers totaling \$609,505.40.

Mr. Schultz 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 being met
- We received the continuation money from our Youth Innovations Grant to use in 2019 in the sum of \$125,000.
- We were granted 2 ½ years of funding to fund a Family Advocate position from Watertown Health Foundation. Last week we hired Kelly Ganzow.
- We are currently interviewing for our Parent Coach position.

Behavioral Health:

Ms. Cauley reported on the following items:

- **Key Outcome Indicators** are all being met
- Crisis contacts are up to 6818, which is about 1000 more than last year.
- We have had 100 emergency detentions and 339 assessments for the year. We continue to find voluntary options for people 76% of the time.
- Increase in suicide calls. We have received 219 calls this year to date, compared to 310 in all of 2017 and 285 in all of 2016. Increase calls in men over the age of 30. Suicides are up in Jefferson County.
 - In 2015, we started our Zero Suicide Initiative. There will be a Resource Fair on September 8, at the Jefferson County Fair Park.
 - Our Zero Suicide team is currently working on getting materials into the local bars.
- Our 10 therapists for the clinic are currently booked out several months. We are working on the no-show/no-call rate, as well as working on getting new clients enrolled in groups until we can get them in with their therapist for individual therapy.
- Ms. Cauley has been working on a paper regarding crisis services for Wisconsin County Human Services Association. We are looking for several options to help with the increase in crisis services across all counties.

Administration:

Mr. Bellford reported on the following items:

- We have been working on the 2019 budget.
- The two capital projects that we are currently working on are the parking lot and the updates on the maintenance shed, both of which are both almost finished. The Lueder Haus retaining wall will be next project and we are hoping to have bids to go over at the next board meeting.

Economic Support:

Ms. Johnson reported on the following items:

- Our **Key Outcome Indicators** were as follows:
 - We received 476 applications, 475 processed timely. For second quarter, we are at 99.59%.
- We had two visits from DCF in the month of July. One was from the Bureau Program of Integrity. They met with staff regarding their Child Care Fraud process from providers and customers. We have not had any Child Care fraud for providers, but they were here to see our processes and see what other tools we could utilize. We also had three staff from the Office of Child Care at the Federal Government come out to learn how Wisconsin was implementing the Federal Child Care Grant. From the information they received, they are going to develop a monitoring tool to use throughout the United States.
- The July Emergency Food and Shelter program meeting was held. We have received \$9,800 this year, which will keep the WFDC Food Pantry stocked.
- Ready Kids for School was held on August 12, and we had about 600-700 children attend.

ADRC:

Ms. Olson reported on the following items:

- **Key Outcome Indicators** are all being met
- **ADRC**
 - Staff provided 7 referrals for Aging programs this month with 3 referrals to the National Family Caregiver Support Program.
 - There were Aging & Disability Professionals Association of Wisconsin meetings held throughout the State to review contract revisions for the ADRC.
 - We are currently at full staff, and had Shawn Ready - who is a new student - join our team to learn about our services and help with marketing and outreach.
- **Senior Dining**
 - We had 11 new home delivered meals that started in July with our Senior Dining Program.
 - 2,668 Meals for July, average is 127 meals per day.
 - JaNae Kreul has accepted the position for Nutrition Site Manager at our Lake Mills site and has already started her training.
- **Transportation**
 - There were 326 trips completed. We had 30 cancellations and 0 no show/no calls.
 - We had an increase in wheelchair requests as we funded 14 trips last month.
 - Our Veterans van provided 76 trips this month.
 - Linda Gorsline started today as our new pool driver and has experience with wheelchair accessible vehicles.

- There are transportation surveys available online, as well as paper copies are available at the library, municipal building and the Farmer’s Market in Fort Atkinson. You can also find them in the area free clinics. This will help us to understand the transportation needs in the community.
 - Some of our goals will be to get a vehicle for the Senior Center and get funding to expand the United Way’s Ride United Program that helps with rides to the food pantries. With the extra funding, our plan would be to provide rides to the Free Clinic in Jefferson and the Winther Counseling Center in Whitewater.
- **DCS**
 - Sandy Free our Dementia Care Specialist returned yesterday and turned in her retirement notification. Her last day will be September 6. We are hoping to have that position filled by next month.

11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (ADULT ALTERNATE CARE, HOME MODIFICATION)

Ms. Cauley reported that we have two new service providers. (attached)
 Mr. Jones made a motion to approve the contracts as listed.
 Mr. Schultz seconded.
 Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON 2019 BUDGET PRESENTATION

Ms. Cauley reviewed the budget and commended Mr. Belford on all of his work.
 Mr. Tietz made a motion to approve the budget as presented and to send it to Finance.
 Mr. Schultz seconded.
 Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION FOR PROCLAMATION IN SUPPORT OF SEPTEMBER RECOVERY MONTH

Ms. Cauley reported that September is National Recovery Month and we have different fundraising activities planned for the month of September.
 Mr. Jones made a motion to approve the proclamation in support of September Recovery Month.
 Ms. Crouse seconded.
 Motion passed unanimously.

14. REVIEW AND DISCUSS SPECIALIZED VAN TRANSPORTATION

Mr. Belford reported that we carried over from 2017 into 2018 a little more than \$90,000 in our 2017 transportation vehicle escrow account. We are looking into using \$46,000 of that carryover to purchase a specialized van for our Transportation Program.
 Mr. Jones made a motion to approve the purchase of a specialized van.
 Mr. Kutz seconded.
 Motion passed unanimously.

15. DIRECTOR'S REPORT

- Ms. Cauley reported that she held a listening session at the agency for staff. She shared that she heard many positive comments about Human Services being a great place to work.
- We have found a Vista Volunteer who will be with the inpatient clinic for a full year on a full time basis. Some of the things they will be working on would be following up with anyone who has had Narcan deployed, as well as housing and transportation.

16. DISCUSS POTENTIAL AGENDA ITEMS FOR THE SEPTEMBER BOARD MEETING

- Bids for the Senior Dining Program
- Bids for the retaining wall at Lueder Haus

17. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 10:03 a.m.

Respectfully submitted by Kelly Witucki

NEXT BOARD MEETING

Tuesday, September 11, 2018 at 8:30 a.m.
Workforce Development Center, Room 103,
874 Collins Road, Jefferson, WI 53549