

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
April 9, 2019

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

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 APRIL 9, 2019 AGENDA

No Changes

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE MARCH 12, 2019 BOARD MINUTES

Mr. Tietz made a motion to approve the March 12, 2019 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

8. REVIEW OF FEBRUARY 2019 FINANCIAL STATEMENT

Mr. Bellford reviewed the February 2019 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$952,590. This includes \$650,000 from our reserve carryover. Our opioid grant runs through April 2019. We are hopeful to receive additional funding for the rest of the year.

9. REVIEW AND APPROVE MARCH, 2019 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$458,429.98. (attached).

Mr. McKenzie made a motion to approve the March 2019 vouchers totaling \$458,429.98.

Mr. Kutz seconded.

Motion passed unanimously.

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 all being met.

- We have welcomed Lindsay Fanelli-Huettl as our new Child Protective Services worker. She comes from Rock County with lots of experience. After her second week, she had 14 kids on her caseload.
- We are down to eight children on our Children’s Long Term Support waitlist.
- As of April 1, we have taken nineteen kids into out-of-home care on the Child Protective Services side since January 1, 2019. Eighteen calls were received and deemed same day.
- Due to this influx of children in care, we had emergency help start yesterday. This worker will be able to help with supervising visitations with families, while one of our current Family Development Workers is transitioning into a new position.
- We are excited about developing a DEC (Drug Endangered Children) Team in Jefferson County. We are collaborating with law enforcement, DA’s office, Schools and hospitals. Our goal is to be certified as a DEC Team by the end of the summer. On April 24, Attorney Joann Miller has offered her business center where we will for the first time publicly be discussing and doing outreach in hopes of guests becoming part of our DEC Team.

Behavioral Health:

Ms. Cauley reported on the following items:

- **Key Outcome Indicators** are all being met
 - EMH crisis calls are up to 3291 compared to 2872 in 2018.
 - Suicide calls have gone down to 82 compared to 90 in 2018.
 - We had 21 emergency detentions and the diversion rate is 86%.
- We have applied for a grant opportunity from DHS called Crisis Stabilization Innovation Incentive Awards for Long Term Care. The goal for this project would be to reduce Family Care Partnership enrollees being admitted into *Institutes for Mental Disease* and increase the ability to stay in place. Through this grant, we are looking to hire another crisis worker. In Jefferson County, we have 142 Licensed Facilities and the Sheriff’s Department has responded 692 times in 2017 to a Licensed Facility and 839 times in 2018. The Fort Atkinson Police Department 27% of their annual workforce time goes to these facilities. Jefferson Police Department is responding to five out of the six facilities than ever before. This worker
- We continue to work with MTM, through some of our Opioid funding, to revamp our outpatient clinic scheduling. We are transforming to Same Day Access. Instead of having waiting time clinicians will be available as people present with problems. To do that we need to make some changes, one of the changes is that clients can only book two appointments at a time. In addition, one of our administrative assistants will become an Engagement Specialist and will confirm appointments 48 hours prior. If there is a no-call/no I show, the Engagement Specialist will work with that client and problem solve to work that out and schedule another appointment. If they no-show again we will then have a protocol in place to handle that situation.
- We are close to having all of our Family Centered Therapy positions filled.
- Jude Hartwig from Crossroads in Fort Atkinson wrote a very nice email regarding one of our CCS workers who did a lot of teaching of DBT skills a few years back and said that he had a couple students that graduated come back and say how that really changed their life.

Administration:

Mr. Bellford reported on the following items:

- At the end of last week, there were several reports due to DHS, which were CLTS, COP, & Birth to Three. Those have been completed and submitted.
- Our 2018 books are officially closed.
- The County Financial Auditors will be coming in early May to review 2018.
- Dawn Renz, our Protective Payee, is retiring.
- Last month we did a RFP for the Workforce boiler. That project should be completed in the next month or two.
- We have purchased two cars, and we purchased a youth van with our Youth Innovation grant funding.
- Work will begin again soon on the Lueder Haus wall. A portion of it will be taken down and rebuilt. Approximately \$65,000 remains on the contract.

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 100% of them timely.*
 - *The Consortium Call Center must answer calls timely within 94.19% of the time. The Call Center was at 90.26%. The Center took 12,308 calls.*
- This Thursday we are celebrating Economic Support Case Manager Day. We will be taking staff out to lunch.
- The Food Share Program has a Work Program called Food Share Employment and Training Program and we contract with Dane County who contracts with Forward Services to work with our customers to help them find employment. That position has been open for about a year and they now have a full-time worker. They will be located in Jefferson Office.
- Transitioning Youth Committee provided a Job Olympics for special education students that are juniors and seniors in high school. We had 80 people attend and 56 were students. There were team building and group sessions as well as individual breakouts of laundry sorting, packing groceries and busing tables.

ADRC:

Ms. Olson reported on the following items:

- Our March **Key Outcome Indicators** were met as follows:
- ADRC - Staff provided 27 initial home visits with all 27 home visits (100.0%) conducted within 10-business days of the consumer's request or at later time as preferred by the consumer. Thirty-six home visits were provided by staff for the month of February with the remaining nine home visits being ongoing reasons.
- Nutrition: Two new Home Delivered Meal Consumers started. 2,416 Meals for March = average is 115.05 meals per day.
- Transportation - 408 1- way trips completed out of 435 requested for the Driver Escort Program. 38 cancelled 1 NS/NC. 10 for the Wheelchair van and 2 contracted.
- For the VA van, 84 requested 1-way trips and 8 cancelled – Leaving 74 trips given. For Vets that are not able to use the VA van, we are transporting with Driver Escort program (2).

- Heather - Heather – March presentations: 2 Dementia Live events, Dementia 101, A Memory Screening event at Johnson Creek Library, and Dementia Friends Champion Training.
- Upcoming events: On the ADRC website or call
 - ❖ National HealthCare Decision Making day on April 16th
 - ❖ ABC's of Medicare community evens April 17th and May 21st
 - ❖ Farmer Market Vouchers coming soon for dispersing on June 3rd
 - ❖ Aging Advocacy Day, May 14th, an Madison

11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS, CONSULTING, HOME DAILY CARE, RESPITE CARE AND CCS REGIONAL SERVICE ARRAY

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. REVIEW AND DISCUSS MAY IS ADRC MONTH

Ms. Olson reported that the governor usually signs a proclamation for May as ADRC Month. Open houses have been in July. Stay tuned for more information on events.

13. REVIEW AND DISCUSS 2019 HUMAN SERVICES DAY AT THE CAPITAL

Ms. Cauley reported that on April 2, she, Mr. Ruehlow, Mr. Kutz and Mr. Tietz went to Human Services Day at the Capitol and met with four legislator staff persons and three legislators.

14. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- Our Housing Program with Opportunities continues to thrive.
- Every Child Thrives is looking at a resource center for families and children that Florida has developed and funded by The Casey Foundation. The Foundation is offering a tour there in Gainesville, Florida.
- May 1 – 3 is the WCHSA Spring Conference at the Osthoff Resort. The theme is Big Bold and Brave.
- Ms. Cauley and Mr. Ruehlow continue to be very involved with WCHSA. Mr. Ruehlow continues to be a co-chair of the Child & Family Policy Advisory Committee and Ms. Cauley continues to be a co-chair of the Behavioral Health Policy Advisory Committee. Ms. Cauley is also a co-chair of the Out of Home Care Committee.

15. ADJOURN

Mr. Jones made a motion to adjourn the meeting.

Mr. Mckenzie seconded.

Motion passed unanimously.

Meeting adjourned at 9:34 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

Tuesday, May 14, 2019 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549