

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
May 14, 2019

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

Others Present: Director Kathi Cauley; Deputy Director Brent Ruehlow; Administrative Services Division Manager Brian Belford; Economic Support Manager Jill Johnson; 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. ELECTION OF CHAIR, VICE CHAIR AND SECRETARY**
Elections were not held, because they were held in 2018 and do not need to be done again until 2020.
- 5. REVIEW OF THE MAY 14, 2019 AGENDA**
Item 4 for the Elections was an error as those are not up until 2020.
- 6. PUBLIC COMMENTS**
No Comments
- 7. APPROVAL OF THE APRIL 9, 2019 BOARD MINUTES**
Mr. Jones made a motion to approve the April 9, 2019 board minutes.
Mr. Kutz seconded.
Motion passed unanimously.
- 8. COMMUNICATIONS**
- 9. REVIEW OF MARCH 2019 FINANCIAL STATEMENT**
Mr. Belford reviewed the March 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, but excludes any prepaid adjustments. Mr. Belford also presented the summary and financial statements (attached) that detail revenue, expenses 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).
- 10. REVIEW AND APPROVE APRIL, 2019 VOUCHERS**
Mr. Belford reviewed the summary sheet of vouchers totaling \$583,667.70.
Mr. Tietz made a motion to approve.
Mr. Schultz seconded.
Motion passed unanimously.
- 11. 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.
- A young man working with our Youth Justice team will be placed out-of-state in Georgia in the next coming weeks at the rate of \$500 a day.
- Our Drug Endangered Children Team (DEC) held a big presentation last month. We had a great group of presenters and it was a great turnout. July 11 we will finalize our response protocol and then we will have a signing, which will be submitted to the state and the middle of July we will be recognize at the State Drug Endangered Children Conference in LaCrosse as a State and Nationally recognized DEC county.
- Last week was the Youth Justice Conference. We were the recipient of the first ever Youth Innovations Grant and we also received their Continuation Grant the following year so they asked us to present at the statewide conference. We lead a breakout session where we presented our programming. Youth Justice Supervisor Jessie Godek, Jamaal Wagner and Dominic Alvarez took the lead on that presentation and did a great job.
- Lindy Shrader will start on June 3 as our new CLTS worker. She comes with CLTS background and is already certified for the functional screen, so she can take cases on her first day if she wanted.
- CLTS waitlist is down to eight, but we have received 74 new referrals just from Compass.

Behavioral Health:

Ms. Cauley reported on the following items:

- The Key Outcome Indicators are being met for all teams.
- The latest update on the Oxford House is that we have found a five-bedroom house in Whitewater. Unfortunately, it is approximately one block into Walworth County, but it is an option to look into.
- EMH diversion rate 87%
- With our carryover funds, we were able to enter a contract with NAMI Waukesha to expand their support line, which is now open and we are receiving calls. We've received a lot of positive feedback.

Administration:

Mr. Bellford reported on the following items:

- The Annual Report has been finalized.
- The County Financial Auditors were onsite at the end of April and early May and finalized the county audit. There were no significant findings or material adjustments.
- Protective Payee position is currently vacant. We have done the first interviews and should have it filled by next month's meeting.
- We are starting to work on the WIMCR Report, and the finalized reports are due this year at the end of June.
- Updates on Capital Projects
 - The boiler project at the Workforce building was completed.
 - One of the 2018 capital projects that was carried into 2019 was the air conditioning at the main building. This project has started and should be completed shortly.
 - The Lueder Haus retaining wall has been tore down. They have started the process to have it rebuilt. We have procedures in place to make sure that at every level they will have it checked to make sure it was correctly completed.

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 99.33% of them timely.
 - *The Consortium Call Center must answer calls timely within 94.89% of the time.* The Call Center was at 89%.
- The Child Care staff has received a Certificate of Excellence for Jefferson County. They completed a targeted case review to make sure that everything was completed properly and they did a great job in 2018 and are right on track for 2019.
- May 23 the Consortium will be closed as all staff will be going to Walworth County for training.
- May 23 is Red Nose Day, which is a fundraising campaign to end child poverty.
- June 1 marks 20 years that they have been in the Workforce Development Building.

ADRC:

Ms. Cauley reported on the following items:

Key outcome indicators are being met.

- Our Mobility Manager has started and he has completed a gap analysis and found that there is a lack of transportation and a way to get people to their shopping from Lake Mills to Waterloo. We are going to start a route from Lake Mills to Waterloo to Watertown with one of our vans to pick people up to do their shopping. We are running into the same thing in the Palmyra/Sullivan area. We will also start a route in Sullivan that goes to Palmyra and will take people to Whitewater. The Cab fare from Fort Atkinson to Jefferson is \$12.00 one way, so we continue to get requests for rides to Wal-Mart in Jefferson.
- The grant for our Mobility Manager Position requires as a recipient we would need do something to increase physical activity. Wednesday Walks was created where they would do walks in different parks located in Jefferson County and the first walk had an attendance of 20 people.
- Governor Evers did declare May as the Aging and Disability Resource Center Month. Wisconsin was the first state to develop the ADRC in 1998.
- ADRC will have an Open House on May 31 from 9:00-1:00. They will provide some health checks and other activities. It will also be the 10th anniversary for the ADRC.

12. DISCUSSION AND POSSIBLE ACTION ON SUGGESTED MEAL DONATION INCREASE

Ms. Cauley reported that we currently have a suggested donation amount of \$4.00 per meal. The Nutrition Project Council and the ADRC Advisory Committee reviewed this and would like to increase the donation amount to \$4.25 per meal effective July 1, 2019. The actual cost of the meal is \$4.74.

Mr. Jones made a motion to increase the suggested donation amount from \$4.00 to \$4.25 per meal.

Ms. Crouse seconded.

Motion passed unanimously.

13. DISCUSSION AND POSSIBLE ACTION ON CRISIS INNOVATION GRANT

Ms. Cauley reported that there are 142 licensed facilities in Jefferson County and 25% of the calls into the Police Department and Fire Department are to those facilities. Those calls range from someone falling to suicidal/homicidal calls. The Crisis Innovation Grant would cover the

salary to hire a new EMH worker for 20 months as well as dementia support. The grant would be for \$218,000 for a 20-month period.

Mr. McKenzie made a motion to send the resolution to the County Board.

Mr. Tietz seconded the motion.

Motion passed unanimously.

14. REVIEW THE HUMAN SERVICES 2018 ANNUAL REPORT

Ms. Cauley presented our 2018 annual report. Each Manager spoke about his/her Division.

15. DISCUSS POTENTIAL AGENDA ITEMS FOR JUNE BOARD MEETING AND PUBLIC HEARING

Ms. Cauley reported that the Human Services Board meeting will begin at 4:00 p.m. with the Public Hearing at 5:00 p.m.

16. DIRECTOR'S REPORT

Ms. Cauley reported on the following items:

- June 12 is our Employee Appreciation Luncheon at the Fair Park.
- The WCHSA Conference was held and the DHS Secretary, Andrea Palm has asked WCHSA to support the Medicaid expansion.

17. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. McKenzie seconded.

Motion passed unanimously.

Meeting adjourned at 10:15 a.m.

Respectfully submitted by Kelly Witucki.

NEXT BOARD MEETING

Tuesday, June 11, 2019 at 4:00 p.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549