

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
August 13, 2019

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 13, 2019 AGENDA

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE JULY 9, 2019 BOARD MINUTES

Mr. Jones made a motion to approve the July 9, 2019 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF JUNE 2019 FINANCIAL STATEMENT

Mr. Bellford reviewed the June 2019 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$843,415. This includes \$650,000 from our reserve carryover, but excludes any prepaid adjustments, leaving \$193,415 of spendable balance. 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, 2019 VOUCHERS

Mr. Bellford reviewed the July 2019 summary sheet of vouchers totaling \$603,331.07 (attached).

Mr. Tietz made a motion to approve the July 2019 vouchers totaling \$603,331.07.

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:

- All **Key Outcome Indicators** are being met
- Mr. Ruehlow read a complimentary email that he received from Megan Maher, who is a supervisor from Walworth County regarding our Intake Department and how they helped with implementing and monitoring a Protective Plan with a family member who resides in Jefferson County for the weekend.
- On July 17, we were invited to the National DEC Conference where Jefferson County was recognized as a Drug Endangered Children team.
- Last September we started our Community Response Programing. We wrote a proposal to the Greater Watertown Community Health Foundation to work proactively with our screenouts and unsubstantiated child abuse and neglect cases. Upon writing that proposal Greater Watertown Community Health Foundation gave us two and a half years worth of funding to hire a full-time Parent Coach and a full-time Family Advocate.
 - Since September:
 - We have reached out to 111 families.
 - Forty-seven of those families have accepted services to some capacity.
 - Fifteen families have declined services.
 - We couldn't make contact with 39% of the families.
 - Twenty-one of the families has accepted case management services.
 - Eleven families were interested in working with our Parent Coach.
- **Behavioral Health:**

Ms. Cauley reported on the following items:

- **Key Outcome Indicators** are all being met
 - Through July we've had 7,904 emergency contacts, compared to 6,818 in 2018.
 - We currently have had 100 emergency detentions. Our diversion rate is at 82%. In July of 2018, we had 58.
 - Suicide calls are down.
- We are seeing an increase in the number of uninsured consumers. At the first point of contact, we will be offering them the opportunity to apply for health insurance. Our new Vista worker will be working with consumers regarding this.
- We would like to go through Billing Management out of Racine for our Outpatient Clinic billing. They have the expertise when it comes to billing which will overall help improve our revenue.
- Watertown Hospital has initiated a Medical Detox Program. The CEO is very invested in community needs. They have officially opened and have started advertising.
- Currently, we have nine families enrolled in Family-Centered Therapy. The supervisor has been working with one family and they started at 2.67 on the fidelity tool and currently are at 1.5.

Administration:

Mr. Bellford reported on the following items:

- We have been working on the 2020 budget.

- The front desk staff will be working with consumers on updating their addresses and financial information on a regular basis, as well as getting them in touch with the call center to help them apply for health insurance.
- The administrative staff is also working on transferring Dr. Haggart files into binders which will open up a larger office for a conference room.
- Capital projects:
 - The Lueder Haus retaining wall has been completed and we are currently waiting for the official approval from the engineer.
 - We will be advertising the RFP for the Lueder Haus/CSP parking lot to have it sloped differently to help with water issues.

Economic Support:

Ms. Johnson reported on the following items:

- Our **Key Outcome Indicators** were as follows:
 - We received 452 applications, 450 were processed timely. For the second quarter, we are at 99.569%.
 - The Consortium Call center must answer calls timely within 10 minutes 95% of the time. The Call Center was at 93.16% and the state rate was at 82%.
- As discussed last month the Medical Needy Income limit will be increasing September 1 from \$591 to \$1,040. This will allow more people to be eligible for medical assistance.
- Every year the Federal Government gives the Emergency Food and Shelter Program funding and this year Jefferson County received \$11,250. Workforce Development Center will receive \$1,400 for their pantry that is used for emergency situations.
- Ready Kids for School was held on August 10, and we had about 600 children attend.

ADRC:

Ms. Olson reported on the following items:

- Our July Key Outcome Indicators were met as follows:
 - Met at 100% compliance as the ADRC staff provided 26 initial home visits within the contract of 10 business days from request.
 - Met at 100% for the Senior Dining Program, 9 new Home delivered meals were started, In July, there were 2,744 meals served with an average of 125 meals per day. GWAAR will be coming for their three year assessment review of our Nutrition Program on August 15th.
 - Transportation - 657 one way trips completed out of the 701 that were requested. 44 cancelled, and 8 transported by contract. 46 trips were completed in the wheelchair van. VA van had 72 trips. 10 people had been denied and 4 used the driver escort program. Application for Mobility Manager funding as well as to request another vehicle has been submitted for a total of \$143,658 in 5310 Funding.
 - Dementia Care Specialist provided training at the Waterloo Library and the Farm Tech Days. Incredibly compassionate attendees as they thanked the ADRC staff. One day we had over 100 people come up to the ADRC table to chat, ask a question. Very well received.

Couple other updates: This afternoon we will be finalizing the plans for the Veterans Resource Fair for November 19th. The Fair will be from 9 – 2 at the Alliant Energy Center. Benefit Specialists have the ABC of Medicare workshops scheduled for August

28th at the Watertown Hospital and September 12th at the Fort Hospital. Health living with Chronic Pain workshop is scheduled at the Jefferson Senior Center. We also have about 10 of the Aging Mastery Program starter kits, to inspire people to take action through the self-directed version as a pilot.

11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (RESPITE CARE, HOME MODIFICATION, SUPPORTIVE HOME CARE, AODA RESIDENTIAL, CHILD ALTERNATE CARE AND PSYCHOTHERAPY)

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

12. DISCUSSION AND POSSIBLE ACTION ON 2020 BUDGET PRESENTATION

Ms. Cauley reviewed the budget and commended Mr. Bellford on all of his work.

13. DISCUSSION AND POSSIBLE ACTION ON NEW CCS GROUP BILLING RATE FOR 2019

Mr. Bellford reported that there was a CCS group billing rate added for a bachelors level.
Mr. Jones made a motion to approve the change for the CCS group billing rate.
Mr. Tietz seconded.
Motion passed unanimously.

14. DISCUSSION AND POSSIBLE ACTION ON PATRICIA RABAY FOR NUTRITION PROJECT COUNSEL REPRESENTING PALMYRA

Ms. Olson reported that at the ADRC Advisory meeting it was recommended that Patricia Rabay would represent Palmyra for the Nutrition Project Counsel.
Mr. Jones made a motion to approve Patricia Rabay for Nutrition Project Counsel representing Palmyra.
Mr. Tietz seconded.
Motion passed unanimously.

15. 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. Schultz made a motion to send the resolution to the County Board.
Mr. Jones seconded.
Motion passed unanimously.

16. DIRECTOR'S REPORT

- WCHSA will be holding a training on October 16th for County Board and Human Services Board members.
- The fall conference for WCHSA is December 4 & 5.
- Governor Evers and Secretary Palm are working on Medicaid expansion.
- Every Child Thrives Foundation has offered to pay for two staff, Lisa Dunham & Kelly North to train for Trauma-Informed Care., as well as pay for Kathi Cauley to consult to help organizations advance their Trauma-Informed Care efforts.

16. DISCUSS POTENTIAL AGENDA ITEMS FOR THE SEPTEMBER BOARD MEETING

- Michael Hansen, our Mobility Manager will attend a future meeting to discuss what he's currently working on.
- Elect a new secretary.

17. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. Jones seconded.

Motion passed unanimously.

Meeting adjourned at 9:43 a.m.

Respectfully submitted by Kelly Witucki

NEXT BOARD MEETING

Tuesday, September 10, 2019, at 8:30 a.m.
Workforce Development Center, Room 103,
874 Collins Road, Jefferson, WI 53549