

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
November 12, 2019

Board Members Present: Jim Mode, Richard Jones, Russell Kutz, Augie Tietz, Cynthia Crouse, and 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 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 NOVEMBER 12, 2019 AGENDA

No Changes

5. PUBLIC COMMENTS

No Comments

6. APPROVAL OF THE OCTOBER 8, 2019 BOARD MINUTES

Mr. Schultz made a motion to approve the October 8, 2019 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

Wisconsin County Association magazine with article written by Kathi Cauley

8. REVIEW OF SEPTEMBER 2019 FINANCIAL STATEMENT

Mr. Bellford reviewed the September 2019 financial statement (attached) and reported that there is a projected positive year-end fund balance of \$1,156,252. This includes \$650,000 from our reserve, but excludes any prepaid adjustments, leaving \$506,252 of unreserved fund balance. This is up from last month's projected unreserved balance of \$293,947, because of enhanced income maintenance funding and increased CCS revenue projections. He also presented reports showing Detox and Alternate Care statistics (attached).

9. REVIEW AND APPROVE OCTOBER, 2019 VOUCHERS

Mr. Bellford reviewed the summary sheet of vouchers totaling \$708,486.97 (attached).

Mr. Tietz made a motion to approve the October 2019 vouchers totaling \$708,486.97.

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:

Key Outcome Indicators for all teams are being met.

- Last week we held a stakeholders event built around our Youth Assessment Screening Instrument. This is a screening tool that we use in our Intake Department after we get a referral from Law Enforcement to determine if the youth is at high risk.
- DHS put on a cross-systems conference in the Dells at the end of September called All In For Kids. Autumn Knutson, the Section Chief and one of her staff reached out to us and asked if we would present as part of a panel.
- October 23 was our official Drug Endangered Children signing. It was held at the courthouse and we had a great turnout.
- Last week we held a Foster Care Recruitment event at Comfort Suites in Johnson Creek. We had a great turnout with 37 attendees.
- Human Services is the recipient of the Parents Supporting Parents grant. It is a three-year grant totaling \$400,000. The first year is a planning year and will receive \$71,000 which will help with hiring a coordinator.

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 11,803 through October and we had 9921 for all of last year. In 2014 we had under 5000.
- Suicide calls are down.
- Through October we've had 397 assessments with a diversion rate of 80%.
- Ms. Cauley wrote a white paper detailing the costs of crisis services that counties provide. Some funding for crisis services was included in the State budget..
- Medicaid will soon have a benefit for AODA residential treatment.
- The State's Opioids funds will be increasing.
- We received the Crisis Innovation Grant which allowed us to hire staff to help develop a system to get a protocol put into place to help eliminate the calls to emergency personnel for people living in licensed facilities.
- We moved two adults from high-cost placement; both adults moved to their own home.

Administration:

Mr. Bellford reported on the following items:

- We have seen an increase in our Medicare payments since we started using Billing Management for our clinic billing.
- Capital Projects update
 - The CSP parking lot project has started but is now being delayed due to the recent snow.
 - Lueder Haus wall has been completed and the engineer has completed his inspection. We have asked for a 3-year warranty from the company that completed the work and we have not yet heard back from them.
 - The lobby flooring and the stair treads leading down to the Health Department have been updated.
 - We have installed a new smartboard in the downstairs conference room.

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 100% of them timely.*
- *The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was 94.86%.*
- The Department of Children and Families reviewed our Child Care case files. They reviewed five cases, and all five cases were 100% correct.
- Starting in February 2020 there will be some changes for Badgercare pertaining to childless adults. They will have an \$8 premium each month. They will be able to pay their premium in one lump sum each year at their review. They will also have the opportunity to lower their premium to \$4 each month if they complete a drug or health assessment.
- Community Engagement is a new program for childless adults where they will need to complete 80 hours of employment activities each month. Depending on their disabilities, they could be exempt from this.
- Starting in spring, Medicaid will have a new short term residential benefit.
- The state now has a website called Confused to Covered where you can go to find all the Health Insurance programs available. The website is www.dhs.wisconsin/getcovered

ADRC:

Ms. Olson reported on the following items:

- Our **Key Outcome Indicators** are being met for October and are as follows:
 - ADRC, A total of 25 new consumer visits were provided by staff, all were conducted with the 10 business days of the consumer's request. A total of 32 home visits were provided.
 - Senior Dining –3 new home delivered meals started . Average daily participants is 119 meals, total meals for the months was 2,737. Leigh has started the Stepping On class in Lake Mills, and has 14 people signed up, which is incredible.
 - Transportation – 682 1- way trips completed out of 752 requested for the Driver Escort Program . 70were cancelled, 74 for the wheelchair van, and 11 were transported through a WC provider. For the VA van, 83 trips were provided out of the 93 requested. 10 cancelled. Denials 3 for no driver or vehicle available, 2 no wheelchair vehicle available and 1 short notice, could not fill
- A couple bills to watch - the Supplemental Security Act of 2019 and the Medicare Dental Act.

11. DISCUSSION AND POSSIBLE ACTION ON ENTERING INTO NEW 2019 PROFESSIONAL SERVICE CONTRACTS (Adult Alternate Care)

Ms. Cauley reported that we have one new service provider (attached).

Mr. Jones made a motion to approve the contracts as listed.

Mr. Kutz seconded.

Motion passed unanimously.

12. DISCUSSION AND POSSIBLE ACTION ON 2020 PROFESSIONAL SERVICE CONTRACTS (Adult Alternate Care & Personal Home Care)

Ms. Cauley reported that we have two more new service providers for 2020 (attached).

Mr. Jones made a motion to approve the contracts as listed.

Mr. Schultz seconded

Motion passed unanimously.

- 13. DISCUSSION AND POSSIBLE ACTIONS ON JEFFERSON COUNTY'S SPECIALIZED TRANSPORTATION ASSISTANCE PROGRAM (Wis.Stat.85.21) APPLICATION**
Ms. Olson reported that the funding will support three projects: the Volunteer/Driver Escort Program; Transportation for Senior Dining and Inter-county wheelchair transportation.
Mr. Jones approved the Application for 85.21 Specialized Transportation Assistance as presented.
Mr. Tietz seconded.
Motion passed unanimously.
- 14. REVIEW AND POSSIBLE ACTION ON GREAT WISCONSIN AGENCY ON AGING RESOURCES BUDGET ALLOCATIONS**
Mr. Belford distributed the GWAAR budgets for 2020 that both Ms. Olson and himself completed (attached).
Mr. Tietz moved to approve the GWAAR budgets for 2020.
Mr. Schultz seconded.
Motion passed unanimously.
- 15. DISCUSSION AND POSSIBLE ACTION ON CCS AND CLINIC BILLING RATES**
Mr. Belford reviewed the new billing rate changes for CCS and Clinic billing. (attached)
Mr. Jones made a motion to approve the new billing rate changes as presented.
Ms. Crouse seconded.
Motion passes unanimously.
- 16. DISCUSSION AND POSSIBLE ACTION ON COUNTY RESOLUTION RECOGNIZING JOHN MCKENZIE**
Ms. Cauley reported that we purchased a plaque to honor John McKenzie for his years on the Human Service Board from 2001-2019 and would like a county resolution.
Mr. Tietz moved to approve the county resolution for John McKenzie.
Mr. Jones seconded.
Motion passes unanimously.
- 17. DISCUSS UPCOMING WISCONSIN COUNTIES HUMAN SERVICES ASSOCIATION CONFERENCE**
The WCHSA Association conference will be held on December 4 – 5 in Rothschild and everyone is invited to attend.
- 18. DIRECTOR'S REPORT**
Ms. Cauley reported on the following items:
- Fort Healthcare is doing some planning to have a Federally Quality Health Center where they would offer services in areas that are underserved. We would be interested in joining their provider network.
 - Every Child Thrives is looking to have a Family Resource Center put into the new library located in Watertown where all resources could be in one location.
 - November 19 we will be holding Jefferson County Family Assistance Center Tabletop Exercise. We will be going over our current Family Assistance Center plans and procedures.
- 19. ADJOURN**
Mr. Tietz made a motion to adjourn the meeting.
Ms. Crouse seconded.
Motion passed unanimously.

Meeting adjourned at 9:52 a.m.

Minutes prepared by:

Kelly Witucki
Office Manager
Human Services

NEXT BOARD MEETING

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