

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**February 11, 2020**

**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; and Office Manager Kelly Witucki

**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 FEBRUARY 11, 2020 AGENDA**

No Changes

**5. PUBLIC COMMENTS**

No Comments

**6. APPROVAL OF THE JANUARY 14, 2020 BOARD MINUTES**

Mr. Jones made a motion to approve the January 14, 2020 board minutes.

Mr. Kutz seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

Ms. Cauley recognized Mr. Mode for his 16 years of service on the Human Services board.

**8. REVIEW OF DECEMBER 2019 FINANCIAL STATEMENT**

Mr. Bellford reviewed the December 2019 financial statement (attached) and reported that there is a projected year-end fund balance of \$1,682,809. We know several adjustments and payments are still pending, so the 2019 numbers are not finalized. This figure is an estimate of our spendable balance, but several prepaid adjustments are still pending. They are not expected to materially impact our balance. A draft of our requested carryover has been included. Mr. Bellford also 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). Mr. Bellford reviewed the mileage reimbursements paid to staff during 2019.

**9. REVIEW AND APPROVE JANUARY, 2020 VOUCHERS**

Mr. Bellford reviewed the summary sheet of vouchers totaling \$547,273.09 (attached).

Mr. Schultz made a motion to approve the January 2020 vouchers totaling \$547,273.09.

Mr. Tietz 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:

- Youth Justice has a new key outcome indicator of having 50% of their youth who are placed out-of-home to reside in a family setting. In January which was their first month, they were at 60%.
- Judicial Engagement Team updates:
  - With the help of Judge Brantmeier, we were able to get all of the Administrative reviews back into the court to be heard Judicially.
  - With the help of Kathi Cauley, we were able to locate \$25,000 in the budget that will help CPS families to retain legal representation when their children are taken out of the home. We've applied for additional funds through Legal Contract through DCF, which puts our total at \$38,000. We have recently developed a policy to determine how these families will get assigned, as well as developed an MOU with the Courts.
- Our Youth Justice Supervisor, Jessica Godek recently took part in a webinar that was hosted by the Office of Childrens Mental Health. Ms. Godek was asked to be a part of this panel for Trauma-informed parent trainers.
- Lindsay Schlatter will be starting May 8, as our new Youth Justice Worker.
- Alternate Care Budget numbers are in and currently, our budget is at \$1.78 million. We are currently down \$266,000 from last year and in 2018 we had a decrease of \$322,000. That is a total decrease of \$600,000 in the last two years.
- A youth that we currently have placed out of state will be returning soon.

**Behavioral Health:**

Ms. Cauley reported on the following items for January:

- Key Outcome Indicators are all being met
  - In January we had 1,245 EMH services. This is more than we had for the entire 2008 year.
  - Suicide calls were at 21.
  - We had 45 assessments, with a diversion rate of 76%.
- We currently have more people placed at Winnebago Mental Health.
- In January, we had a total of 60 new accounts with myStrength. With the people who have currently signed up, 96% of them have said it is a positive tool.
- The Crisis Innovation Grant funded a position that is currently working with the licensed facilities to practice a coping plan with both the residents and also the staff. We have had a lot of positive feedback regarding this.
- Department of Corrections would like to fund an Intensive Outpatient Program with Human Services. We are confident they will offer the contract to us.
- Dr. Haggart is in need of nursing time in our outpatient clinic. We are currently working with the Health Department to contract with them. The nurse will help medication management and vitals.
- Opportunities Inc. has an array of employment services. They have seen an increase in people who have mental health and substance health issues. Ms. Cauley will be meeting with Opportunities Inc. along with Fort Healthcare to discuss services that can be offered to help these individuals.

- Ms. Cauley shared a success story of a 24-year-old client that has been involved with our outpatient clinic for several years.

**Administration:**

Mr. Bellford reported on the following items:

- Alyson Schmidt started as our new Administrative Assistant at the front desk.
- We have completed the billing for 2019.
- We are working on finalizing the year-end reports.
- We will start working on the annual report.
- 2020 Grants
  - Parents Supporting Parents
  - Legal Rep Program
  - Received a supplement for the Substance Abuse Grant
- 2019 Grants
  - Foster Parent Incentive Grant
  - Opiate Grant
- We are currently working with the engineers regarding the 2020 capital projects.

**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 99.66% of them timely. We received 583 applications in January and did 581 timely.
  - The Consortium Call Center must answer calls timely within 95% of the time. The Call Center was 92.99%. We took 13,466 calls in January.
- Starting February 1 there are changes in the Childless Adult program. They will have a premium of \$8 per month but will have the opportunity to lower their premium by answering a couple of questions.

**ADRC:**

Ms. Cauley reported on the following items:

- Our **Key Outcome Indicators** are being met and are as follows:
  - ADRC had 23 initial home visits in January.
  - Nutrition – The average daily participants are 116 meals, total meals for the month was 2,545. Each meal costs \$4.89.
  - Transportation – Our transportation requests have almost doubled. We are looking to hire additional part-time drivers to help with these requests.
  - Dementia Care Specialist – Currently reaching out to local pharmacies to inform them of services that are offered.

**11. DISCUSSION AND POSSIBLE ACTION APPOINTMENTS TO THE ADRC ADVISORY COMMITTEE – FRANKIE FULLER AND LARAE SCHULTZ**

Mr. Tietz made a motion to approve the appointments as presented.

Mr. Jones seconded.

Motion passed unanimously.

**12. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (Respite Care and Personal Home Care)**

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

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

Ms. Crouse seconded.

Motion passed unanimously.

**13. DISCUSSION AND POSSIBLE ACTION ON BUDGET CARRYOVER REQUESTS**

Ms. Cauley reviewed the "Final Non-Lapsing and Carryover of Fund Balances Request for the year ending December 31, 2019." (attached)

Mr. Jones made a motion to approve the carryover requests as presented and to send it to the Finance Committee for approval.

Ms. Crouse seconded.

Motion passed unanimously.

**14. DISCUSSION AND POSSIBLE ACTION ON PROCLAMATION RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH**

Mr. Jones made a motion to approve the proclamation recognizing April as Child Abuse Prevention Month.

Mr. Schultz seconded.

Motion passed unanimously.

**15. DIRECTOR'S REPORT**

Ms. Cauley reported on the following items:

- DHS is looking at the crisis services and hoping to have the Medical College of Wisconsin to advocate for some improvements in the system.
- Mrs. Evers made a stop at the Dodgeand School District to discuss the changes they've made regarding Trauma-Informed Care.
- Every Child Thrives received a grant to bring Triple P Parenting to Jefferson County.
- We have had a lot of contact with Henry Redmond from the Daily Union. He is interested in publishing articles regarding Trauma-Informed Care.

**16. ADJOURN**

Mr. Tietz made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 9:51 a.m.

Minutes prepared by:

Kelly Witucki  
Office Manager  
Human Services

**NEXT BOARD MEETING**

Tuesday, March 10, 2020, at 8:30 a.m.  
Workforce Development Center, Room 103  
874 Collins Road, Jefferson, WI 53549