

**Human Services Board Agenda – Jefferson County  
Jefferson, WI 53549**

Date: Tuesday, April 14, 2020 Time: 8:30 a.m.

Jefferson County Human Services (JCHS) is inviting you to a scheduled Zoom meeting.

Topic: Human Services Board

Time: Apr 14, 2020 08:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/837304345?pwd=aHZ4bWJLaWI4MGVMUGNqU0xzL2s0QT09>

Meeting ID: 837 304 345

Password: 463544

1 312 626 6799 US (Chicago)

**Committee Members:**

**Mode, Jim (Chair)  
Jones, Dick (Vice Chair)  
Kutz, Russell  
Golden, Leslie**

**Crouse, Cynthia (Secretary)  
Tietz, Augie  
Schultz, Jim**

1. Call to Order
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with the Open Meetings Law
4. Approval of the April 14, 2020 Agenda
5. Public Comment (Members of the public who wish to address the Board on specific agenda items must register their request at this time.)
6. Approval of March 10, 2020, Board Minutes
7. Communications
8. Discuss and Approve March 2020 Vouchers
9. Discussion and Possible Action on New Professional Service Contracts (*In-Home Supports and APNP*)
10. Director's Report
11. Adjourn

**Next Scheduled Meetings:**

Tuesday, May 12, 2020, at 8:30 a.m.

Tuesday, June 9, 2020, at 4:00 p.m.

A Quorum of any Jefferson County Committee, Board, Commission or other bodies, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours before the meeting at 920-674-7101 so appropriate arrangements can be made.

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**March 10, 2020**

**Board Members Present:** Jim Mode, 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 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**

Jones absent/Quorum established.

**3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**

Ms. Cauley certified that we are in compliance.

**4. REVIEW OF THE MARCH 10, 2020 AGENDA**

No Changes

**5. PUBLIC COMMENTS**

No Comments

**6. APPROVAL OF THE FEBRUARY 11, 2020 BOARD MINUTES**

Mr. Kutz noted that the Item #11, Discussion and Possible Action Appointments to the ADRC Advisory Committee – Frankie Fuller and LaRae Schultz, was not complete. It was determined that Mr. Tietz made a motion to approve the appointments, and Mr. Jones seconded the motion. The motion was approved unanimously.

Mr. Tietz made a motion to approve the February 11, 2020 board minutes with the changed to Item #11.

Ms. Crouse seconded.

Motion passed unanimously.

**7. COMMUNICATIONS**

Ms. Cauley discussed two articles that were recently in the *Daily Union* that highlighted Trauma Informed Care techniques practiced at Human Services.

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

Mr. Bellford reviewed the final December 2019 financial statement (attached) and reported that there is a year-end fund balance of \$1,964,685, which includes \$228,778 of prepaid items, leaving \$1,735,907 in other fund balance. 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 January 2020 Detox and Alternate Care statistics (attached).

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

Mr. Bellford reviewed the summary sheet of vouchers totaling \$526,447.70 (attached).

Mr. Kutz made a motion to approve the January 2020 vouchers totaling \$526,447.70.

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:

- He highlighted an article that was in the *Daily Union* discussing Human Services' increase in out of home placements in 2019. He discussed our "like-kin" placements increasing to 40%, which is above the state and national average and that children in foster care is better than in other types of more restrictive placements.
- He provided an overview of CPS workflow and discussed a mandated reporting training that recently took place. There was a great turnout and we were able to describe the process. We provided our local data, as well as state wide data on screening decisions.
- He discussed our foster care grant. We have been able to use that money provide activities that might not otherwise take place, such as a Valentine's Dance that 83 people attended.
- Three staff went down to Tennessee to bring back a youth from an RCC placement. We have two other RCC placements that may move to group or foster homes soon.

**Behavioral Health:**

Ms. Cauley reported on the following items for January:

- Key Outcome Indicators are all being met
  - In January and February 2020 we had 2,046 calls for services. This is more than we had for the entire 2008 year.
  - We had 20 emergency detentions in February. We have a 71% diversion rate.
- It is important for us to find a new prescriber. We are working to find some contracted options.
- The Outpatient Clinic has implemented Open Access, which is working well for first appointments. The time to second appointments is too long (close to two months).
- 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. When law enforcement gets a call at a licensed facility, the worker can go out and meet with facility and staff to get a plan in place and work on skills. That grant goes through this year.
- Ms. Cauley shared a success story about a person in treatment achieving sobriety.

**Administration:**

Mr. Bellford reported on the following items:

- The Southern Consotium has streamlined the Income Maintenance reporting for 2020. This will make the data more comparable among counties.
- DHS is now responsible for EBS reporting, taking over from GWAAR in 2020.
- We have begun creating the 2019 Annual Report.
- DCF has increased our kinship care funding for 2020 to make sure we don't have any kids on the waitlist.
- Mr. Bellford is participating in a DCF Workgroup to analyze the process to distribute some Youth Aids funding.
- We have begun our 2021 budget deliberations, including capital projects, new positions, and position reclassifications.

**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 97%. The State average is 89%.
- Economic Support has a new receptionist that just started.
- The Jefferson St. Vicent de Paul has been a valuable partner since 1994. They provide funds for rent, shelter, and utilities. The funds were used to serve 203 households in 2019.

**ADRC:**

Ms. Olson reported on the following items:

- Mark and Shelly our Adult Protective Services staff will be presenting an Overview of Adult Protective Services to the MCO's and 4 IRIS Consulting Agencies on March 27<sup>th</sup>.
- Mike Hansen, our Mobility Manager, attended the Transportation Day at the Capital.
- We completed our 5310 Compliance Review. The Wisconsin DOT reported that we are in compliance, and no corrective action plan is needed.
- Our **Key Outcome Indicators** are being met and are as follows:
  - ADRC had 29 home visits in February, and was at half staff.
  - ADRC had 23 initial visits, and 22 were met in the 10 business day window.
  - The Transportation program hit another record by providing 865 one-way trips in the month of February out of 934 requested. This includes 37 wheelchair van rides, 69 cancelled rides, and one ride through C&W. A total of 29 were denied due to no driver or vehicle with short notice.
  - For the VA van, there were 101 requested one-way trips and 8 were cancelled, leaving 87 trips given of the VA Van and 6 through Driver Escort.
  - Heather, our Dementia Care Specialist had a memory screening event and attended the WI Advocacy Day for Alzheimer's, and her picture was on Cody Horlacher home page.
  - In February, 2,455 meals were served; the average being 123 meals a day. The meals cost were \$12,005.

**11. DISCUSSION AND POSSIBLE ACTION ON NEW PROFESSIONAL SERVICE CONTRACTS (Psychological and Supervised Independent Living)**

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

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

Ms. Crouse seconded.

Motion passed unanimously.

**12. 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).

Ms. Cauley explained that the request was similar to that at last month's meeting, and she discussed the changes, including continuing emergency help for Fiscal, a new Outpatient Therapist position, and increasing the amounts for some of the capital projects.

**13. DISCUSSION AND POSSIBLE ACTION ON THE CREATION OF A NEW PSYCHOTHERAPIST POSITION**

Ms. Cauley explained the need for an additional Psychotherapist position. We have implemented Open Access, which has allowed people to receive initial appointment right away. However, people are having long wait times until their second appointments. Staff case loads are too high. The position will be funded by Medicare, Medicaid, private insurance, CCS, WIMCR, and tax levy. In 2020, we would use our carryover request to help fund the position.

Mr. Kutz made a motion to approve the resolution and send it to the HR Committee and County Board for approval.

Ms. Crouse seconded.

Motion passed unanimously.

**14. DIRECTOR'S REPORT**

Ms. Cauley reported on the following items:

- Ms. Cauley and Mr. Ruehlow met with DCF Secretary Anderson to discuss our Birth to 3 program, the Every Child Thrives initiatives, and what we did with our Child and Family allocation increase.
- CMS sent a letter to offer States the opportunity to block grant MA funds. Ms. Cauley thinks this could lead to federal dollar being capped for counties.
- The WCHSA Conference is scheduled this spring in Oshkosh.
- Chapter 980 now requires counties to find residency for people released from treatment for sexually violent crimes. Jefferson County has one person as of right now. Ms. Cauley prepared a report, which DHS did not agree with. Judge Brantmier agreed with DHS, so the County will continue to search for residency. Additional people will soon be released.

Mr. Kutz mentioned that some free clinics are merging and becoming federally qualified, meaning they could offer tuition forgiveness programs. He asked if Human Services offered this. Ms. Cauley said that Human Services does.

**16. ADJOURN**

Mr. Tietz made a motion to adjourn the meeting.

Ms. Crouse seconded.

Motion passed unanimously.

Meeting adjourned at 9:58 a.m.

Minutes prepared by:

Brian Bellford  
Administrative Services Division Manager  
Human Services

**NEXT BOARD MEETING**  
Tuesday, April 14, 2020, at 8:30 a.m.  
Workforce Development Center, Room 103  
874 Collins Road, Jefferson, WI 53549

# 2020 Provider Contracts (4/3/2020)

<b>2020 Provider Contracts (4/3/2020)</b>												
<b>Contract Number</b>		<b>Provider</b>	<b>Service</b>	<b>Target</b>	<b>2019</b>			<b>2020</b>				
20-	358	Transitions at Home, Inc.	In-Home Supports	Adults & Elderly	0.00	per	hour	\$22-\$27	per	hour	#DIV/0!	5,000
20-	359	Austin Major Group, LLC	APNP	MH	0.00	per	hour	165.00	per	hour	#DIV/0!	51,480