

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
Thursday, June 25, 2009

Board Members Present: Jim Mode, Richard Jones, Pam Rogers, John McKenzie, Jim Schultz, and Marty Powers

Others Present: Kathi Cauley, Sydney Wesemann, Donna Hollinger, Terri Smyth-Magnus, Gary Petre, and Sharon Schmeling.

1. CALL TO ORDER

Mr. Mode called the meeting to order at 5:00 p.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

All present/Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Compliance attained

4. REVIEW OF THE JUNE 25, 2009 AGENDA

No changes

5. CITIZEN COMMENT

Ms. Schmeling reported that Gail Towers Macaskill moved out of Jefferson County and subsequently resigned from the board of supervisors. Ms. Schmeling said that they are recruiting for a replacement and we should expect someone to fill her spot on our board soon.

6. APPROVAL OF MAY 28, 2009 BOARD MINUTES

Mr. Jones made a motion to approve the May 28, 2009 board minutes.

Ms. Rogers seconded.

Motion passed unanimously.

7. APPROVAL OF JUNE 8, 2009 FINANCE COMMITTEE MINUTES

Mr. Schultz made a motion to approve the June 8, 2009 finance committee minutes.

Mr. Powers seconded.

Motion passed unanimously.

8. REVIEW OF THE MAY 31, 2009 FINANCIAL STATEMENT

Ms. Wesemann reported that an individual retired from the fiscal team so they will be replacing her, but will be sharing her time between Human Services and Dave Ehlinger at the courthouse. This request is in process. In the meantime, another individual on the team lost quite a bit of work due to the waiver program and Family Care, so she will do most of the monthly duties including preparing the financial statements, submitting the CARS reports and doing the children's waivers. Another individual is also helping in the billing area.

The replacement will be responsible for backing up the billing person as well as preparing the budgets, projections and financial information for the Children & Families Division and ADRC & Aging. Ms. Wesemann said that she will do Behavioral Health and Income Maintenance. This will allow the division managers to have one point of contact. She also reported that Dave Ehlinger is happy to have someone work directly for him who will be familiar with Human Services.

Ms. Wesemann reported on the May 31, 2009 financial statement (attached). She said that it is a little worse than the April statement; however, the expenditures are getting better. We are controlling costs better, the variance went down in the child alternate care area, and we received a credit in April for the Mendota/Winnebago institutes. She said that the revenues went down, specifically in Provided Services, because we budgeted for 17 staff for Care Wisconsin, however the roll out was changed from 2 years to 3 years so we didn't need the added staff. We received Care Wisconsin's April productivity report that indicates an increase in productivity, so we made a profit. Additionally, Forward Health has been doing our Medicaid billing for us, however we have outstanding claims from August and September of 2008. Hopefully that will be corrected soon. Revenues are down in Adult Alternate Care, but that's due to fewer people in care which also correlates to a decrease in expenses.

Ms. Wesemann continued to say that Wage – Management/Overhead consists of Mr. Schleitwiler and Mr. Gebauer. There was also a 3-month overlap of when she and Mr. Gebauer were here at the same time.

The last item Ms. Wesemann discussed was the Birth to Three deficit which was due to serving 12 more children than expected, which increased the therapy and interpreter costs. The revenue for this program is on target.

9. DIVISION UPDATES: FAMILY RESOURCES, BEHAVIORAL HEALTH, ADMINISTRATION, ECONOMIC SUPPORT, AGING AND DISABILITY RESOURCE CENTER & AGING, AND DEVELOPMENTAL DISABILITIES

Family Resources:

Ms. Terri Smyth-Magnus reported on the changes in the Birth to Three Program since the new supervisor took over. She said that nothing is ever spent now without a double signature. They are also re-vamping all policies and procedures. She reported that they have implemented a procedure to determine essential therapies for the children which is reviewed quarterly. Therapies are based on condition and need of the child as well as with the progress and support of the family. Additionally, staff are helping families fill out Medicaid applications. They are also increasing their Targeted Case Management revenue so the numbers will continue to improve. Ms. Magnus also reported that last year at this time the expenses for office supplies, education and miscellaneous supplies was \$6,500 and this year it's \$1,500, which is a \$5,000 savings. This translates to a savings about \$15,000 for the year. She also feels that the mileage will decrease by about \$5,000 for the year as well.

She reported that in June, three children left expensive placements and went home, which will be reflected in Alternate Care. In July, three more children will be moved from

institutional placements to treatment foster care, which will be a 50% decrease in their costs. Three children will be adopted, four more will be going to guardianship, and another is going into corrections. She gave an update on the 10 children in placement and said that five will be adopted or placed in relative guardianship, so they are working very hard to create permanent homes for those children.

Mr. Petre reported on an investigation that was done on the previous Birth to Three supervisor. He said that sometime in October or November his office received anonymous information from staff within the Birth to Three program that their supervisor may be purchasing personal items and charging it to the program. There was also some indication that she may be depositing revenue from the program into her personal bank account. At that point they notified the Sheriff's Department who began to do an internal investigation. The Sheriff's Department also contacted the Department of Justice and received assistance from them. A meeting was then held with the employee and was put on leave of absence. In November of 2008, she resigned.

During the course of the investigation, it was apparent that they felt it was much more extensive than originally thought, so they looked into prior years. They found that she had taken over \$30,000 worth of supplies or cash. Ultimately, they charged her with a felony of embezzlement and misconduct in office. The case is pending.

Mr. Petre continued to say that they talked to the staff to tighten up internal controls. He suggested that Kathi bring in an outside firm to review our internal procedures. We want to make sure that we are using procedures that are acceptable accounting standards.

Mr. Jones asked how the previous supervisor had access.

Ms. Magnus said that it was a program that stood alone, so she had the authority to purchase and approve items. Ms. Magnus reiterated that they have since made policy changes that require a double signature on purchases.

Ms. Cauley emphasized that we are continuing to make changes. One of the changes is a complete separation of duties which will be written into fiscal policies. She said that they are also going to implement Mr. Petre's recommendation of bringing in an outside consultant to help identify the financial gaps. In the meantime, she asked for technical assistance from the single audit division of the state who then sent some basic policies. Ms. Cauley assured the board that they have a separation of duties for expenditures as well as for donations and receipts. She said that at this point, it does not appear that any state or federal money was taken. She will distribute the final report as soon as it is available.

Ms. Magnus added that letters have been sent out to parents letting them know that they will receive receipts from now on. The Preschool now has a receipt book to keep track of all payments.

Ms. Cauley categorically emphasized that this will not happen while she is director. She reiterated that they are working on written policies and procedures in the fiscal area for a complete separation of duties and that further purchases will be scrutinized very closely. She

said that she received the victim impact report from the District Attorney that identifies 28 families that were taken advantage, plus staff, and that it has a ripple effect throughout the county. She apologized for this and was extremely sorry for how many people, especially the neediest of our clients, were subjected to this.

Ms. Schmeling praised Ms. Cauley for her follow-up into this matter, which has been exemplary. She appreciated Ms. Cauley's apology, however reiterated that it did not happen while she was director. Ms. Schmeling said that she feels confident of the level of involvement and oversight from the top down to ensure that this won't ever happen again.

Behavioral Health:

Ms. Cauley reported that they have a secretary in this area who is retiring and who did all of the paperwork for the Operating While Intoxicated (OWI) and Alcohol and Other Drug Abuse (AODA) programs. The team did some research and found a free online software program from the state that can track much of the information that the secretary did manually. OWI assessments and Driver Safety Plans will be up and running in a few weeks and then the staff will receive training. Ms. Cauley said that they will not need to fill the position at this time.

Ms. Cauley said that the 1915i State Plan Amendment is still on track. This is the home and community based option under the Deficit Reduction Act whereby states may provide home and community based services under the Medicaid plan. She said that they are already providing these services, so they will receive payment for them after the amendment passes. Additionally, this amendment has no age limit, so they will be able to serve children as well as adults who have mental health issues. She said that they are working diligently to address the needs of children and have just completed policies to admit children into our Comprehensive Community Support Program.

Ms. Cauley also reported that the state has agreed to look into paying us for providing training to other counties.

Administration:

Ms. Cauley reported that they are working on electronic time sheets. She also said that they are making changes at the front desk with a new voice mail system, which will only require one person to be at the desk, which will free up the other receptionist who can help in other areas.

Economic Support:

Ms. Cauley reported that the W-2 program is going to the RFP process and we should receive that for 2010 – 2011. The current caseload continues at over 5,000 households. The BadgerCare Core Plan began taking applications for June 15.

The team is preparing for a fundraiser called "Ready Kids for School," which provides school supplies for needy children. Last year they served over 900 kids.

Ms. Cauley read a thank-you letter from a very appreciative consumer.

ADRC and Aging:

Ms. Cauley reported that due to a nutrition site manager vacancy, they revised a Community Outreach Worker's duties. The worker will continue to do assessments for meals on wheels but they added the new duties of nutrition site manager. Some of her old duties can now be done by the Aging & Disability Resource Center.

Developmental Disabilities:

Ms. Cauley reported that Care Wisconsin gave notice to cancel the contract for 13 of our case managers as of December 31 of this year. Care Wisconsin is making guaranteed offers of employment to these individuals to work directly for them. A joint meeting was held last week between Human Services and Care Wisconsin, and Care Wisconsin explained their employment and benefit package. It appears that all employees will work for them, so as of January 1, 2010, they will no longer be employed by Jefferson County. She added that this will also affect our budget by \$150,000 in revenue costs and is another reason why they aren't filling vacant positions and are streamlining duties wherever possible.

Mr. Petre added that the cancellation of the contract will also affect 6 registered nurses at the Health Department.

Mr. Jones complimented the staff and all of the work they do.

Ms. Cauley appreciated the support and said that it helps to re-energize what our mission is here.

10. WORKFORCE DEVELOPMENT RENTS

Ms. Cauley reported that we have State and Workforce Development Board renters in the Workforce Development Center and have decided to increase the rent by 5%, plus an additional 5% for an enclosed office. We want to make sure that we are covering our costs and making a small profit. The Workforce Development Board is agreeable to this increase, which will be reviewed on an annual basis. Ms. Cauley added that two more renters want to move in and we will accommodate this by moving two existing people to the Human Services building.

11. PREPARATION FOR PUBLIC HEARING/REVIEW OF BOARD POLICIES

Mr. Mode stated that each presenter will get 15 minutes to present.

12. ADJOURN

Mr. McKenzie made a motion to adjourn the meeting.

Mr. Schultz seconded.

Motion passed unanimously.

Meeting adjourned at 6:05 p.m.

**RECONVENE TO PUBLIC HEARING
PUBLIC HEARING – 2009 BUDGET**

Board Members Present: Jim Mode, Pam Rogers, Richard Jones, Marty Powers, John McKenzie, and Jim Schultz

Others Present: Kathi Cauley, Sydney Wesemann, Donna Hollinger, Terri Smyth-Magnus, Gary Petre, and Sharon Schmeling.

- 1. CALL TO ORDER**
Mr. Mode called the meeting to order at 6:05 p.m.
- 2. ROLL CALL/ESTABLISHMENT OF QUORUM**
All present/Quorum established
- 3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**
Compliance attained
- 4. PUBLIC TESTIMONY**

A. Big Brothers/Big Sisters of Rock, Walworth & Jefferson Counties

Amber Burke, Match Support Specialist

2009 Donation - \$21,000

2010 Request - \$21,000

Amber Burke, Match Support Specialist, spoke about the program and the benefits that come from it. She handed out overview information (attached) which included growth goals, strategies, statistics and positive feedback from participants. She will send a report about the support they receive from Rock and Walworth counties as well as other funding sources. They are requesting the same donation as last year of \$21,000.

B. People Against Domestic Abuse

Ms. Cauley reported that she received a written request from PADA (attached), however it does not state a funding request amount. Ms. Cauley will ask for their funding request as well as a budget from them.

Ms. Rogers wanted to verify that the money for Big Brothers/Big Sisters is pass-through funds that we are required to spend and that we are limited in the providers who are qualified.

Ms. Cauley explained that the IV E dollars is what was used to fund their program. IV E dollars, which aids children and families, was restored with some stimulus money, but not in its entirety, so we are not required to use the money for this program.

Mr. Mode said that we also discussed PADA last year and determined that Human Services couldn't provide this type of service which is why we need to hire someone else to do it.

Mr. Schultz reported that the Chief of Police of Watertown said that our numbers in Watertown are very high and continue to increase in spite of the coordinated community response team that was put together. The police always call on PADA to inform the individual what resources are available to them.

Ms. Rogers reminded the Board that when they weren't going to fund PADA last year, they received letters from law enforcement encouraging us to fund them. The board realized that PADA is an extremely important resource to the community.

Ms. Cauley added that the District Attorney has seen a spike in domestic violence, which directly affects the child and family area.

5. ADJOURN

Ms. Rogers made a motion to adjourn the public hearing. Mr. Jones seconded.
Meeting adjourned at 6:25 p.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING
Thursday, July 30, 2009
9:30 a.m.
Workforce Development Center
874 Collins Road, Room 103
Jefferson, WI 53549