

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**Thursday, October 29, 2009**

**Board Members Present:** Jim Mode, Richard Jones, Pam Rogers, Augie Tietz, John McKenzie, Marty Powers

**Absent:** Jim Schultz

**Others Present:** Kathi Cauley, Sydney Wesemann, Donna Hollinger, Sue Torum, Terri Smyth-Magnus, and Sharon Schmeling

**1. CALL TO ORDER**

Mr. Mode called the meeting to order at 9:30 a.m.

**2. ROLL CALL/ESTABLISHMENT OF QUORUM**

Mr. Schultz absent/Quorum established

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

Compliance attained

**4. REVIEW OF THE OCTOBER 29, 2009 AGENDA**

No changes

**5. CITIZEN COMMENT**

Ms. Wesemann introduced our new employee, Tammy Worzalla to the board. She will be working part time at Human Services as the Advanced Accountant.

**6. APPROVAL OF THE SEPTEMBER 17, 2009 BOARD MINUTES**

Ms. Rogers made a motion to approve the September 17, 2009 board minutes.

Mr. Tietz seconded.

*Motion passed unanimously.*

**7. APPROVAL OF OCTOBER 12, 2009 FINANCE COMMITTEE MINUTES**

Mr. McKenzie made a motion to approve the October 12, 2009 finance committee minutes.

Mr. Tietz seconded.

*Motion passed unanimously.*

**8. REVIEW OF FINANCIAL STATEMENT**

Ms. Wesemann reported on the August 31, 2009 financial statement highlighting the following areas:

- The statement is looking better than prior months, with the biggest change being a lower contribution to the Managed Care Organization, reference A-11. This area was budgeted for just over \$2 million dollars prior to the finished State budget and ended up being \$1.87 million due to the delay of Family Care. The end of the year should show a surplus of about \$152,000.

- ADRC expenses reported did not include indirect costs from January 1, 2009 to date, so there are additional ADRC earnings of about \$30,000.
- Due to redistribution by the state for 2008 CIP1A waiver funding, we received an additional \$37,000.
- We have reduced the placements in the Mendota Mental Health facility, however currently we have an individual placed there who may not be discharged for several more months.
- Child Alternate Care has been improving each month.
- Referencing E-5, Employee Travel has improved.

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

**Family Resources:**

Ms. Smyth-Magnus reported on the following items:

- The state has a new initiative for new levels of care for Foster Home Licensing. Relatives caring for family members in their home will be considered a level one foster care home, which will require training and then licensing. The other foster care homes will move to the next higher level with more restrictions, requiring additional training. There will then be three additional levels of licensing. Level 3 & 4 will be treatment foster homes and we will be able to license them ourselves. This will be a positive change, as it will help with our crisis stabilization beds allowing children to be closer to home along with the ability to work with their families.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- There has been a staggering increase in request for services this year with 2,700 calls as of October 15. Last year there were 984 calls for the entire year. These calls are intensive which include suicides and homeless. Many of the calls are from individuals seeking help with services and medications because their local psychiatrists are moving out of the area.
- Dr. Haggart is trying to collaborate with some of the private clinics and is willing to supervise a nurse practitioner or a physician's assistant. The advantage to this would be that clients could continue getting treatment at their clinic which would alleviate the number of people coming to Human Services for care.
- To help alleviate some of the emergent situations that stem from weekends, we will be shifting a Community Outreach Worker to a later shift plus weekend hours. The employee will also need to be flexible.
- Dr. Haggart is meeting with the Intake staff once a week to triage cases to help reduce further crises.
- Ms. Cauley is meeting on committees within the community such as law enforcement and wraparound, to discuss substance abuse prevention. Not only will it affect the mental and behavioral health areas, but about 80 – 85% of all child

welfare families have substance abuse issues too. It will be a positive result if we can work on prevention by partnering with community agencies and hospitals.

- Last year we had 114 Emergency Detentions compared to 93 so far this year, even though the volume of calls has almost tripled. This means that staff are helping clients with resources and follow-up that help divert a crisis.
- The Community Support Program and Comprehensive Community Services has had an increase in clients, which is also reflected by the increase in program expenses on the financial report.
- Ms. Cauley has been on the steering committee of the Mental Health/AODA infrastructure study. The consulting firm TGM, reviewed the present system in Wisconsin and the available data from nine counties. Additionally, they looked at what is happening in other states that have gone through the reform. A 200-page document is now available summarizing the findings. Minnesota and Ohio have state mandated, county run systems. The findings are concerning to all WCHSA members and county human services directors because the state is encouraging multi-county collaboration. Some are concerned that the state may recommend going regional, but Ms. Cauley doesn't see that possibility since there is no state funding for it. We are already collaborating with a multi-county consortium with the emergency mental health training money, which will be cost effective.
- We are exploring the idea of helping with technical assistance on some mental health programs and encouraging more state grants with outcome measures to help us understand priorities.

#### **Administration:**

Ms. Wesemann reported on the following items:

- The electronic DARs are almost done and teams are currently being trained. The goal is that everyone will be trained by November 17 and that everyone will be using this system by December. Staff currently using it find it very easy to use. It has a built in editing system and will minimize the time consuming editing process done at the back end by the fiscal staff.

Ms. Cauley added that MIS did an outstanding job with this project since it was a unique, customized program implemented for our department only. This will not only be a time sheet for staff, but also a much more efficient billing record.

#### **Economic Support:**

Ms. Cauley reported on the following items:

- 5,129 households were on public assistance and the caseload for each worker is approximately 500 people.
- Staff did four Rapid Response sessions for the Briggs & Stratton plant, totaling about 600 employees.
- The staff attended Ethics & Boundaries training.
- The Workforce Development Center had an open house at the end of September for their 10-year anniversary.

- They received a grant from the Workforce Development Board & MATC to open a skill center that will provide opportunities for additional training for county residents including manufacturing skills, general safety training and basic electrical training. They are trying to meet the needs of county employers.

**ADRC and Aging:**

Ms. Torum reported on the following items:

- The ADRC will be having its first quality assurance review from the state on November 20<sup>th</sup> and they have already sent surveys out.
- The staff are very busy with pre-admission consultations, which is required prior to individuals being admitted into a nursing home or a CBRF.
- The waiting list prior to Family Care is at zero for the elderly, and very close to zero for the physically & developmentally disabled. The waiting list since Family Care however, continues to grow.
- They held their first Volunteer Guardianship training and about 11 people attended. Scott Scheibel, Corp Counsel, spoke to the group about the laws and then answered questions. Two individuals returned their application to be a guardian.
- There may be a budget issue in the future regarding guardianship fees and Ms. Torum will update the board as it develops.
- Ms. Torum will be working on the Transportation Plan.
- The transportation area got an “Experience Works” individual who is helping in the Volunteer Driver Program. Experience Works is an employment training agency that trains individuals who are at least 55 years old, retired, and who need to be retrained to enter the workforce. The program hires the individual and pays their wages.

**Developmentally Disabled:**

Ms. Cauley reported on the following items:

- Human Services will have this Division until the end of the year, which is when the contract with Care Wisconsin ends. Everyone except two staff were offered jobs with them and those two staff will be filling vacant positions here.

**10. SELF DISCLOSURE POLICY**

Tabled

**11. FINANCIAL PURCHASING POLICY FOR BIRTH TO THREE AND THE DEPARTMENT**

Ms. Cauley presented the Purchasing Policies (attached) and said that the Department needs to have written policies to establish protocol for purchasing, which designates a separation of duties. One policy is specific to the Birth to Three area, as required by the state, and the other is a general department policy. The finance committee has already approved these.

Ms. Rogers made a motion to approve the Purchasing Policies as written.

Mr. Jones seconded. *Motion passed unanimously.*

**12. AGING & DISABILITY RESOURCE CENTER ADVISORY COMMITTEE APPOINTMENTS**

Ms. Torum said that last month's appointments were incorrect and therefore needs to re-appoint the following people; Mike Mullenax, Virgene Lawson, Sharon VanAcker and Richard Jones. These appointments will be effective July 1, 2009.

Mr. Tietz made a motion to approve the appointments.

Mr. Powers seconded.

Richard Jones abstained and *motion passed unanimously.*

**13. DISCUSSION OF HEALTH & HUMAN SERVICE BOARD CONSOLIDATION**

Mr. Mode reported that he and Mr. Tietz went to the Health Department board meeting to discuss this issue. He was present as a representative of the Administrative and Rules Committee. The goal to merging was to save money by cutting back on committee meetings. It was determined that since the Health Department's board meets every other month, this would not save the county any money since the Human Service's Board meets monthly. They also felt that the needs of each board were unique, and that integrating them would not be feasible. Mr. Mode said that the Administration and Rules Committee will look in other areas for a potential reduction of spending, and therefore recommended not combining the boards at this time.

**14. WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION FALL CONFERENCE**

Ms. Cauley said that the conference is being held on December 3<sup>rd</sup> & 4<sup>th</sup> in Wisconsin Rapids. The topics will be based on the recent WCHSA Summits that were held, in hopes that WCHSA and State Departments will collaborate to develop a process for meaningful collaboration that will result in mainstreaming and prioritizing services that are affordable to deliver.

**15. NEXT BOARD MEETING**

There will not be a November board meeting. The December meeting is scheduled for Monday, December 7 at 9:30.

**16. ADJOURN**

Ms. Rogers made a motion to adjourn the meeting.

Mr. Jones seconded.

*Motion passed unanimously.*

Meeting adjourned at 10:30 a.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**  
Monday, December 7, 2009  
9:30 a.m.  
Workforce Development Center  
874 Collins Road, Room 103  
Jefferson, WI 53549