

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
October 12, 2010

Board Members Present: Jim Mode, Pam Rogers, Richard Jones, Augie Tietz, John McKenzie, and Jim Schultz

Board Members Absent: Marty Powers

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Office Manager Donna Hollinger; County Board Chairman John Molinaro; and County Supervisor Jan Rou.

1. CALL TO ORDER

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

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Mr. Powers absent/Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Compliance attained

4. REVIEW OF THE OCTOBER 12, 2010 AGENDA

No Changes

5. CITIZEN COMMENT

No Comments

6. APPROVAL OF THE SEPTEMBER 14, 2010 BOARD MINUTES

Ms. Rogers made a motion to approve the September 14, 2010 board minutes.

Mr. McKenzie seconded.

Motion passed unanimously.

7. REVIEW OF AUGUST 30, 2010 FINANCIAL STATEMENT

Ms. Daniel reviewed the August 30, 2010 financial statement (attached) stating that we are projecting \$46,264 to the good. There is approximately \$40,000 in CRS (Community Recovery Services) funds, however the State is still working on the billing system so we may not be able to bill until next year. She also said that the Kinship program is about \$8,000 over budget so we started a waiting list for volunteers. When there is a court order however, we are required to place them out-of-home. Ms. Cauley reiterated that a new state mandate requires kinship homes to become licensed as Foster Care Homes, which is also adding an extra cost.

Mr. McKenzie made a motion to approve the August 30, 2010 financial statement as presented. Mr. Schultz seconded.

Motion passed unanimously.

8. REVIEW AND APPROVE FINANCIAL VOUCHERS

Ms. Daniel reviewed the voucher batches (attached) using a summary sheet identifying the categories of each batch.

Mr. Tietz made a motion to approve the vouchers totaling \$475,509.22 as presented.

Ms. Rogers seconded.

Motion passed unanimously.

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

Family Resources:

Ms. Cauley reported for Ms. Smyth-Magnus on the following items:

- Supported Employment for Transitional Aged Youth is funded by a grant and is going very well. Children between the ages of 15 – 19 receive job coaching, shadowing, and learn about community jobs. We have about 18 individuals participating and the parents are very pleased too.
- Special Needs Resource Fair is this weekend in Watertown.
- Serious child abuse cases have risen which leads to more children placed out-of-home.

Behavioral Health:

Ms. Cauley reported on the following items:

- The Mental Health Substance Abuse study is sending out Requests for Information. Once those are received, the State will determine if they should then send them out for Requests for Proposals. One of the items that we are most interested in is the integration of physical health with mental health. We are talking with the Health Department and the Executive Director of a consumer agency called “Grassroots Empowerment Project” to see if we can partner together.
- Crisis calls are up and projected to be over 7,000 for the year, which is a large increase over last year. Fortunately, our emergency detentions have not increased because we are managing cases very well.

Mr. Jones asked how staff are holding up with the increase in workload.

Ms. Cauley said that staff are doing a phenomenal job and we continue to look at ways to make things more efficient. The Economic Support team is swamped. We are lucky to have well-trained, experienced staff who can manage the increased volume.

Economic Support:

Ms. Cauley reported for Ms. Johnson on the following items:

- 5511 households are on assistance with many calls asking for emergency assistance due to overdue utility bills. This is the time of year when the companies disconnect service.
- They have been approved as a site to get an individual at the front desk through the Wisconsin Investment Act.

Administration:

Ms. Daniel reported on the following items:

- MIS has written a program for us that will upload voucher information directly into the County financial ledger system so we only have to enter information once now.
- Currently our case management information is in an Excel spreadsheet so MIS is also integrating that into our billing system so both will be in one electronic system.
- We have been responding to the WIMCR and CCS reports to the State.
- We are interviewing to fill the billing position.

Aging & Disability Resource Center:

Ms. Cauley reported for Ms. Torum on the following items:

- The Transportation Plan will be coming to the Board
- The State has sent out Request For Proposals for the Mobility Manager. The State will then require reports on what each passenger's disability and Medicaid number is.

10. REVIEW AND APPROVE GUARDIANSHIP POLICIES

Ms. Cauley reviewed the Guardianship Services Policy stating that the purpose is to establish who we will provide guardianship services to which will include filing the petitions and doctor's evaluations, and the payment for Corporate guardians. Guardianship services would not be provided if an individual is not eligible for Medicaid or their assets are above the Medicaid limits.

Ms Cauley then reviewed the Guardianship, GAL, Psychological & Court Fee Collection Policy stating that via a court order, guardian fees will be collected prior to the room and board fees being established.

Mr. Jones made a motion to approve the Guardianship Services Policy and the Guardianship, GAL, Psychological and Court Fee Collection Policy. Ms. Rogers seconded.

Motion passed unanimously.

11. REVIEW COMMUNITY ACTION COALITION NEEDS ASSESSMENT FOR THE COUNTY

Ms. Cauley said that the Community Action Coalition (CAC) serves residents of Dane, Jefferson and Waukesha Counties. She talked about the Community Needs Assessment (attached) and explained that it is based on the 2010 Wisconsin Poverty Report which looks at data from 2008. Ms. Cauley said that poverty is based on resources and needs. The report lists Jefferson County as being 4th in the poverty level of all of the State counties. After much discussion, the board decided to invite Greta Hansen, the Executive Director of CAC, to talk to the board about this and any upcoming changes.

12. WCHSA Updates

Mr. Mode updated the Board on the following WCHSA topics:

- The WCHSA board has decided to reserve their decision to reorganize and change their bylaws at this time. Ms. Cauley said that while at the last Human Services' Southeastern Director's meeting, the Directors were very interested in reorganizing as a 501(3)(d).
- WCHSA Fall Conference is December 3.

13. Adjourn

Mr. Tietz made a motion to adjourn the meeting. Ms. Rogers seconded.
Motion passed unanimously.

Meeting adjourned at 10:30 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, November 9, 2010

9:30 a.m.

Workforce Development Center - Room 103

874 Collins Road

Jefferson, WI 53549