

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
December 13, 2011

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

Board Members Absent: Julie Merritt

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Economic Support Manager Jill Johnson; Aging & Disability Resource Center Manager Sue Torum; Family Resources Division Manager Brent Ruehlow; Office Manager Donna Hollinger; Maintenance Supervisor Terry Gard, County Administrator Gary Petre; County Board Chairman John Molinaro; and County Supervisor Jan Rooou.

1. CALL TO ORDER

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

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Merritt absent/Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Compliance attained

4. REVIEW OF THE DECEMBER 13, 2011 AGENDA

No Changes

5. CITIZEN COMMENT

No Comments

6. APPROVAL OF THE NOVEMBER 8, 2011 BOARD MINUTES

Ms. Rogers made a motion to approve the November 8, 2011 board minutes.

Mr. Jones seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF OCTOBER 30, 2011 FINANCIAL STATEMENT

Ms. Daniel reviewed the financial statement (attached) and reported that we are projecting a year-end surplus of \$311,567 from operations and an additional \$25,514 from prior year and savings from retirement benefits. This brings the total projection to \$337,081. Since this projection, we had an individual placed in a Child Caring Institution, so it will go down approximately \$13,000. Ms. Daniel also presented the financial statement and summary

sheet that details projections for revenue, expenses, tax levy and variance by program within each Division and discussed the areas that are having the most impact on the budget.

9. REVIEW AND APPROVE NOVEMBER FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of vouchers totaling \$476,297.57 (attached).

Mr. Tietz made a motion to approve the November vouchers totaling \$476,297.57 as presented.

Mr. Schultz seconded.

Motion passed unanimously.

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

Family Resources:

Mr. Ruehlow reported on the following items:

- We have approximately the same number of children in foster care as prior months, and some will be transitioning to home soon.
- We are getting more calls that require ongoing services.
- Jefferson, Rock & Green Counties applied for an in-home safety grant for \$388,000 over the next two years. This will allow us to add additional services to keep children at home or get them home sooner from being in placement.
- We filed our annual Safe & Stable Families report, which will give us \$51,500. This money is for family support, preservation and reunification.
- Henry Plum, our contracted attorney who has been handling the termination of parental rights cases, will be filing a TPR in 2 weeks. He also has a hearing this week to conclude another case.
- We have received many calls from local organizations who want to donate books, clothes, and gift certificates to pass on to our clients in need.

Behavioral Health:

Ms. Cauley reported on the following items:

- Secretary Smith submitted our Medicaid waiver to the Federal Center for Medicaid and Medicare, however we will not get a response until after the first of the year.
- State staff are here this week to review our Community Recovery Services. They will meet with providers and consumers.
- Individuals who need detoxification are sent to Tellurian. However, Tellurian has changed their billing process. Instead of billing clients directly, they are now billing the counties. We are trying to find another provider and have asked Dodge County Human Services, the Watertown Health Department and the Watertown police department to join us in a multidisciplinary approach and for discussion with Watertown hospital.
- Emergency Mental Health, Emergency Detentions, and suicide calls continue to rise.
- Last year we submitted a Request For Information to the state on the Mental Health Alcohol and Drug Abuse infrastructure study and our RFI was among the top 3. This topic is being revisited and a committee will determine which one to fund. There is a meeting about this on Friday. In January we will have to make a decision if we want to pursue this or not. We proposed that we would join Dodge County in the Watertown area to have an

integrated behavioral health site for access to primary healthcare including crisis stabilization services. Jefferson and Dodge counties would provide one counselor each and Grant County would pay for the nurse practitioner. We would find cost savings by sharing at the municipality level.

Administration:

Ms. Daniel reported on the following items:

- Our accountant has taken the full time position at the courthouse, so we will be advertising to replace her.
- We are working on sending out our 2012 contracts and will use a form called “DocuSign.” (attached) This document will allow us to send out contracts electronically, and then providers will sign it and return it electronically. This will save postage and staff time.
- We are billing out October insurance claims.
- We are sending the state our budgets regarding various grants and programs.
- We are training all staff in HIPAA, Client Rights and Civil Rights.

Economic Support:

Mr. Mode thanked Ms. Johnson for talking to the Fort Atkinson Food Pantry Board about FoodShare and other available programs. They were very appreciative.

Ms. Johnson reported on the following items:

- We had 5999 households on assistance in November, and about 40 cases have come back from the state. We expect the majority to come back to us in January.
- We are fully staffed now and the new workers have completed training. They also have an ongoing caseload.
- Staff now have two monitors on their desks and we are getting a second phone line so anyone can reach the call center phone number. Staff did training on Badger Care Core and also had a webinar on the call center. The center is set to go live on January 1st and we have posters that will provide all of the necessary information. We will put this information on the TV that is in the main lobby of Human Services, as well as on our website. Jefferson County will be in charge of all fair hearings for the Consortium.
- We received some funds from FEMA so we purchased food for the downstairs food pantry.
- The state will be here tomorrow to review our W-2 program.

Ms. Cauley commended Ms. Johnson for all of her hard work on getting this implemented.

Aging & Disability Resource Center:

Ms. Torum reported on the following items:

- The Aging & Disability Resource Division recently completed a NIATx project. There was a disconnect between some staff and changes to resources that are provided by the division but are not always communicated with the entire staff. The project closed the communication gap.
- Governor Walker has asked the federal government to approve a waiver to continue Senior Care, the state’s prescription program, which is very popular and comprehensive to

those who qualify. This has been applauded by advocacy organizations within the WI Aging Network and is a very good thing for the state's senior citizens.

- The ADRC has two openings and is currently recruiting for an ADRC paraprofessional/clerical support person and an ADRC Social Worker. Both positions are entirely funded via the state contract and federal draw down funds.
- The Caregiver Coalition has nearly completed its work on the Caregiver Resource Directory. The department received a \$1,200 grant for this project and funds must be expended by 12/31/2011.
- We have a draft copy of the Volunteer Driver Handbook. (attached) There are still several policy issues that need to be resolved before it is finalized. They include: requiring annual physician's statements that the driver is fit to drive; checking DMV records for prior driving histories, and whether or not to require annual vehicle inspections. The Corp Counsel will be consulted about these issues.
- We are concluding our first year with Hoffman House, the Senior Dining Program caterer. There have been many changes to the menus and complaints have decreased. The contract runs through the end of 2012.

11. REVIEW AND APPROVE 2012 BILLING RATE

Ms. Daniel discussed the 2012 Billing/Charge Rates – Working, and also the CRS (Community Recovery Services) rate sheet. (attached) Even with reducing the fringe benefits for employees, our rates remained the same as 2011. There was a 1% increase to our psychiatrist. The bottom of the sheet details the costs that we bill clients directly for each program. The CRS and CSP rates were reduced from 2011 due to calculating Peer Support costs based on using an outside contractor rate of \$15.00 per hour instead of employee costs. Ms. Rogers made a motion to approve the 2012 Billing Rates.

Mr. Tietz seconded.

Motion passed unanimously.

12. DISCUSS HILLSIDE BOILER

Mr. Gard reported that the boiler started leaking in early November and they tried to repair it, to no avail. They found a replacement, got estimates for installation; not to exceed \$19,775, and Grunau Co installed it by the end of November. Portions of the Headstart carpeting were stained during this process, so we will help pay for that. Mr. Gard added that since we have two more units like this, we kept the old boiler for parts.

13. REVIEW AND APPROVE TRANSPORTATION PLAN

Ms. Torum reviewed the S85.21 Specialized Transportation Grant Application. (attached) We are requesting \$177,281 in state assistance while ensuring that \$35,456 in local funds has been included and adopted in the county's 2012 budget and will be available as the share required to match the grant. Ms. Torum provided Board members with information about the following three projects that are funded:

1. **Elderly/Disabled Van Transportation:** This service takes people grocery shopping and is available throughout the county.
2. **Senior Dining program Subsidy:** The county subsidizes the cost of taxi cab service to elderly individuals wishing to use the taxi to attend a Senior Dining Program. The passenger pays the fare difference.
3. **Driver-Escort a.k.a. Volunteer Driver Program:** The program relies on volunteer drivers to transport elderly and disabled individuals to medical and Human Services Department appointments.

Mr. McKenzie made a motion to approve the 2012 Grant Application for S.85.21 Specialized Transportation Assistance.

Ms. Rogers seconded.

Motion passed unanimously.

14. REVIEW INCOME MAINTENANCE STATE-COUNTY CONTRACT

Ms. Cauley reported on the Income Maintenance Contract between the Department of Health Services and the Consortium. (attached) As discussed in a prior meeting, Wisconsin County Human Services Association was requesting some changes and we were able to agree on the following items:

- There will be no performance measures for the Call Center for the first quarter, and the state agreed to more realistic measures after that.
- The state agreed to accepting the county audits
- There will be Advisory Committee involvement
- Liquidated damages will stay in the contract
- Counties will be able to earn bonus money

Ms. Cauley said that this is a draft copy, however the Wisconsin County Human Services Association's negotiating team and the Department of Health Services will review this on Monday.

15. REVIEW INCOME MAINTENANCE COUNTY TO COUNTY CONTRACT

Ms. Cauley reviewed the County-to-County Contract (Income Maintenance Consortium Contract). That this is more like a purchase of service agreement. We are working collaboratively with the other counties with Rock County being our lead county. Each county will have a specific duty and will also have a vote with the Advisory Committee. There are many other specific details regarding the consortium that are spelled out and Phil Ristow has reviewed it.

16. REVIEW AND APPROVE COOPERATIVE AGREEMENT REGARDING THE FRAUD PREVENTION INVESTIGATION PROGRAM

Ms. Cauley reported that this is a purchasing agreement to meet various requirements of Wis. Stats. Chapter 49 for maintaining, establishing and funding effective fraud prevention investigation programs in the county. We have an \$8,600 fraud allocation from the state, which is based on how many cases we have. Ms. Johnson explained that this money is used

for front-end verification and we have certain “error-prone criteria.” If, for example, someone lost their food stamp card many times, it will trigger a review of this case and possibly an investigation. Since we don’t have many fraud cases, we would like to join a private consortium that would help us with feedback and best practices from other areas. We were working with Dane County, but the southern consortium decided to connect with the Columbia county consortium, which also does fraud. Each county will contribute a portion of funds to O’Brien & Associates, which is a very experienced, private agency. They will then handle all aspects of the investigation for us. Ms. Cauley added that all counties will share a percentage of what the agency recovers. We will have to pay an additional 25% or about \$2100 to be included in that option, but it will be money well spent.

Mr. Jones made a motion to approve the 2012 Cooperative Agreement Fraud Prevention Investigation Program.

Mr. Schultz seconded.

Motion passed unanimously.

17. DISCUSS CRISIS INTERVENTION TECHNIQUES AWARD FOR A LAW ENFORCEMENT OFFICER

Ms. Cauley discussed this briefly last month and presented the board with the criteria of how to determine who would be an eligible candidate. (attached) The board added some criteria and agreed that it could be awarded to more than one officer. Referrals for this would be submitted to the Human Services board and a plaque would be presented at the Law Enforcement Association banquet in January.

18. DISCUSS RESOLUTION TO CRIMINALIZE VIOLATIONS OF THE 72 HOUR NO-CONTACT CONDITION FOR DOMESTIC ABUSE OFFENDERS

Mr. Mode reported that this resolution was sent to the Human Services board by the Administration & Rules Committee which is looking to criminalize violations of the 72 hour no-contact condition for domestic abuse offenders. The Executive Director of People Against Domestic Abuse is in favor of this.

Mr. Jones made a motion to support the resolution and to submit it to the Administration & Rules Committee.

Mr. Schultz seconded.

Motion passed unanimously.

19. UPDATE FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Mr. Mode reported that he & Ms. Cauley attended the Fall Conference on December 2, along with Mr. McKenzie, Mr. Mode, and Mr. Zentner. The Human Services Redesign was a leading topic.

20. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

The next meeting will be on Tuesday, January 10, 2012.

21. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. McKenzie seconded.

Motion passed unanimously.

Meeting adjourned at 11:15 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, January 10, 2012 at 9:30 a.m.

Workforce Development Center

874 Collins Road, Room 103

Jefferson, WI 53549