

JEFFERSON COUNTY HUMAN SERVICES

Board Minutes

August 13, 2013

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

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

1. CALL TO ORDER

Mr. Mode called the meeting to order at 8:30 a.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

All present/Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE AUGUST 13, 2013 AGENDA

Items #13 and 15 were moved to immediately follow agenda item #7.

5. CITIZEN COMMENT

No Comments

6. APPROVAL OF THE JULY 8, 2013 BOARD MINUTES

Mr. McKenzie made a motion to approve the July 8, 2013 board minutes.

Ms. Rogers seconded.

Motion passed unanimously.

7. COMMUNICATIONS

Ms. Cauley reported that a prior client called and said that he will be donating \$20 a month to Human Services since we helped him so much.

13. REVIEW AND APPROVE INTERNAL SECURITY DOOR SYSTEM

Mr. Gard reported that a walk-through audit that was done by the Sheriff's department revealed that the Human Services and Health Department's security system is lacking, and that access to unauthorized areas was easily accessible. He said that we can add locks to those areas and program them so that entrance is only available with a proximity card. The locks cost \$2,000 each and he feels that installing nine (9) of them would make the buildings more secure. The money is available from the savings from the boilers.

Mr. Jones made a motion to approve installing nine locks as presented.
Mr. Tietz seconded.
Motion passed unanimously.

15. REVIEW AND DISCUSS HILLSIDE ROOF

Mr. Gard discussed the need to repair the roof on the Hillside building. This would include tearing off, repairing, replacing the roof, and tearing down the chimney, at a cost of \$50,000. Ms. Cauley reported that this was a capital item for next year, and since it is leaking and we are projecting a positive balance of \$200,000, we would like to do it this year. We will send out an RFP.

Ms. Rogers made a motion to approve repairing the Hillside roof for up to \$50,000.

Mr. McKenzie seconded.

Motion passed unanimously.

8. REVIEW OF JUNE, 2013 FINANCIAL STATEMENT

Ms. Daniel reviewed the June 2013 financial statements (attached) and said that there is a projected positive year-end fund balance of \$201,229. This includes the new Economic Support Staff that will be hired this year. Ms. Daniel also presented the summary sheet 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. She also presented a report showing Alternate Care and Commitments costs (attached).

9. REVIEW AND APPROVE JULY 2013 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of vouchers totaling \$573,647.27 (attached).

There was a question about a duplicate payment of \$300.

Mr. Jones made a motion to approve the July 2013 vouchers totaling \$573,647.27, pending the findings of the \$300 payment.

Mr. Tietz seconded.

Motion passed unanimously.

**The second check had been voided, however the voucher total should be \$573,347.27.*

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:

- Our attorney Henry Plum presented a training on TPRs to the legal community and our staff. We are finding that it was very helpful as individuals are successfully using the information. Two TPRs were filed by the private bar due to this training.
- Two children found permanency.
- The State Division of Safety and Permanency will be coming the week of Sept 9 to do a comprehensive Quality Services Review of our kids' teams. This will include meeting families, staff and outside stakeholders. We will find out how we are doing and what we can do to improve.

- Beth Boucher, the new Birth to Three supervisor, is reviewing all aspects of the program and how they can improve to be more “family-friendly.” They are doing many “Child Find” activities including attending Child Share & Care Fairs, farmer’s markets and a Community Day to let families know what resources are available for their children. Because of this, we have gotten an influx of referrals.
- The Juvenile Justice team has seen an increase in delinquency referrals, which is atypical. We found out that some agencies are holding referrals and sending them to us in batches. This makes it difficult to adhere to court deadlines, so we are contacting them to see how we can work together to rectify this problem.

Behavioral Health:

Ms. Cauley reported on the following items:

- Emergency Detentions are up to 90, compared to 75 from last year. Some of these individuals are from other counties but placed with Jefferson County residential providers. When that occurs, Jefferson County is responsible to pay at least the first three days of the emergency detention, totaling \$3300. This also has an impact on our staff. We would like to consider creating a county-wide ordinance stating that if we place a non-Jefferson County resident into a Jefferson County facility, the other county must have a crisis plan on file. This issue will be added to the October agenda.
- The Heroin Response Team will be meeting on Thursday, August 15. We will have a speaker from the State to discuss statewide issues along with the head of the Jefferson County Drug Task Force who will discuss local issues.

Administration:

Ms. Daniel reported on the following items:

- We have been working on the budget
- Electronic progress notes are going well. We continue to improve and add features to make it more efficient.

Economic Support:

Ms. Johnson reported on the following items:

- We answered 8338 calls in the Call Center.
- We have 7355 households on assistance
- We hired four new IM workers who will be starting this month and getting trained.
- We need to set up a Regional Enrollment Network, which will be a group of community partners to help guide individuals through the Healthcare Exchange that begins October 1.
- Ready Kids for School is being held on August 17 at the fairgrounds.

ADRC:

Ms. Torum reported on the following items:

- Dementia Summit program announcements have been widely distributed throughout the county and by all indications it will be very well attended. I have been invited to attend a similar event that the WI Department of Health Services is convening in October.
- The ADRC is working on eligibility determination and enrollment counseling for 48 of the 52 Jefferson County residents that are affected by the ICF-MR closure. The closing date is in

August 2014. All 52 of these residents are under guardianship and protective placement. There is a legal requirement to complete an annual review of the protective placement and it has been highly efficient for staff to do these since they all live in this county and are co-located. We are hearing that one person may move as far as Hudson, WI which means an entire day of staff time to meet the legal requirement.

- St. Coletta and the ADRC are planning a Coordinated Transportation Planning meeting. The “locally developed plan” as required by the federal government is due to be updated. The meeting will be held at St. Coletta’s on September 9 at 3:00 p.m. This meeting is open to the public and especially those who have a stake in improving access to transportation options in the County.
- The ADRC Advisory Committee will be planning a Senior Statesmanship Program for the fall of this year. This will be a two-day program with the first being held at the courthouse with attendee’s learning about county government. The second day will focus on municipal government and advocacy strategies. The date is yet to be determined.
- Due to sequestration, funding for the federally funded Older American’s Act Programs (Nutrition, Caregiver Support, Advocacy and Personal Care) has decreased. In 2013 the county’s allocation actually increased due to the reallocation of funds as a result of the 2010 census which showed that Jefferson County’s senior population over 60, who are also in poverty, increased. This increase will negate the effects of sequestration for 2013 and 2014, but if congress does not reach any agreement on a new budget and this continues to 2021, the results will be catastrophic. The programs have already sustained a decrease of \$8,516 over the 2013-2014 period.

11. UPDATE ON THE ACCOUNTABLE CARE ACT & EXCHANGES

Ms. Cauley reported that the Regional Enrollment Network that Ms. Johnson referred to earlier, is all non-profit and/or volunteers who will help individuals through the Healthcare Exchange. Navigators are separate, and on August 15 CMS will announce who those will be. One company will be within Wisconsin, and one will be from another state.

12. UPDATE ON NEW CONTRACTS

Ms. Daniel reported that we have six new contracts. (attached) Three of them were approved through our carryover funds.

Mr. Jones made a motion to approve these contracts.

Ms. Rogers seconded.

Motion passed unanimously.

14. REVIEW AND APPROVE 2014 BUDGET

Ms. Cauley discussed the 2014 Budget (attached) by Division while tying it to our Annual Report. She talked about the goals and challenges of each division and said that the budget also includes PADA’s request for \$60,000.

Mr. Jones made a motion to reduce our donation to the Dental Clinic in Watertown from \$7500 to \$5500, and to give the \$2,000 to the Jefferson County Literacy Council. Mr. Wehmeier said that the general fund would be funding the Dental Clinic and Watertown Cares, so it will not be out of the Human Services Budget anymore. He added that the

Sheriff's Department has a contract with the Literacy Council for \$16,000 each year, with a total County contribution to them of \$32,000 per year.
After further discussion, the motion failed.

Mr. Wehmeier thanked and congratulated Ms. Cauley and her management team for identifying goals, objectives, and performance measures from the annual report and tying it back to the budget. This Department is the leading example on how this should be done.
Mr. Tietz made a motion to approve the 2014 Budget as presented.
Ms. Rogers seconded.
Motion passed unanimously.

16. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

The next meeting will be on Tuesday, September 10 at 8:30 a.m.
The agenda should include discussion about an inter-county agreement ordinance.

**17. MEETING REMINDERS: HEROIN RESPONSE MEETING ON 8/15 AT 10:00
ALZHEIMER'S SUMMIT ON 8/20**

18. ADJOURN

Ms. Rogers made a motion to adjourn the meeting.
Mr. Jones seconded.
Motion passed unanimously.
Meeting adjourned at 9:55 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING
Tuesday, September 10, 2013 at 8:30 a.m.
Workforce Development Center, Room 103
874 Collins Road, Jefferson, WI 53549