

JEFFERSON COUNTY HUMAN SERVICES

Board Minutes

March 11, 2014

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; Child & Family Manager Brent Ruehlow; Aging & Disability Resource Center Manager Sue Torum; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; 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

Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE MARCH 11, 2014 AGENDA

No Changes

5. CITIZEN COMMENT

No Comments

6. APPROVAL OF THE FEBRUARY 11, 2014 BOARD MINUTES

Ms. Rogers made a motion to approve the February 11, 2014 board minutes.

Mr. Tietz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

Ms. Cauley discussed two articles found in the Wisconsin State Journal. The first article was about Community Care Resources and the settlement due to overbilling. The second article discussed Dane County's new approach to treating recovering addicts faster and more effectively.

8. REVIEW OF FINAL, 2013 FINANCIAL STATEMENT

Ms. Daniel reviewed the December 2013 final financial statements (attached) and said that it ended with a positive year-end fund balance of \$664,435. She added that health insurance totaling \$180,248.34 has been moved to prepaid assets and we cannot spend those funds. Operations ended with a positive balance of \$65,288. We already went to finance to request the non-lapsing funds of \$664,435 to be carried forward. The list of non-lapsing and carryover funds is listed on a separate sheet. (attached) Ms. Daniel also presented the summary sheet

and financial statements (attached) that detail revenue, expenses, tax levy and variance by program within each Division.

9. REVIEW AND APPROVE FEBRUARY, 2014 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of vouchers totaling \$483,567.48 (attached).

Mr. Schultz made a motion to approve the February 2014 vouchers totaling \$483,567.48.

Ms. Rogers seconded.

Motion passed unanimously.

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:

- The State gave us an updated functional screen training for the CLTS program
- Delinquency referrals continue to stay high. Nine children were returned home, however nine more children were removed from their homes.
- An internal employee transferred to become a wraparound coordinator, which leaves a family development worker vacancy.
- The Intake supervisor and our access worker are giving an in-service at the Jefferson School district, helping school staff understand the Human Services intake process. They will present an in-service at other school districts in the future.
- One of our staff, Heidi Gerth, received the 2014 secretary's "Caring for Kids" Award. Eloise Anderson sent a letter stating that Heidi was chosen and she will be receiving her award at the Capitol on March 27.
- We will be starting a Motivational Interviewing training for the agency. This will give staff an understanding of how people change, why people resist change and how we can encourage change. The kick-off will be on March 24.

Behavioral Health:

Ms. Cauley reported on the following items:

- DHS issued the new performance contract for the crisis grant, and this year they would like us to focus on serving youth with crisis needs who have mental health or severe emotional issues. There are a number of objectives that must be met for it.
- Emergency Detentions reached 13 in February, totaling 26.
- CSP, both clinics, and emergency mental health are due to be recertified in May. The OIG said that mental health outpatient clinics will be part of their work plan, so there will potentially be a fiscal or Medicaid review.
- We received a letter from the Bureau of Mental Health and Substance Abuse regarding our Community Recovery Service program stating that any finding that is not in compliance will be reported to the OIG. While we have had outstanding reviews the last two audits, this is serious language.
- The state is requiring that we upgrade our data gathering system called Program Participation System (PPS) for all mental health and AODA programs. This will require additional programmer time and is an unbudgeted expense.

Administration:

Ms. Daniel reported on the following items:

- The 2012 CCS reconciliation has been reviewed by auditors and submitted to the state. We ended up returning about \$34,000 because our rates were higher than our actual claims. Ms. Cauley added that the state will set the rate going forward and we will do a reconciliation from that.
- Comprehensive Community Resources 8,475 between 2009 – 2011
- The 942 and 943 reports are due to the state. All costs need to be broken down by activity and target group for each area.
- The annual report is coming due.
- The WIMCR is coming due.
- Auditors will be coming and are requiring that all expenditures and revenues be reconciled to what we reported into the state and must account for any variances. We also have to break it down between federal and state funding.
- We have been working on compliance and getting all billing done timely. We met our billing requirement to get all 2013 billing done by February 18.

Economic Support:

Ms. Johnson reported on the following items:

- The changes in the healthcare system created a large spike in calls in the Call Center and we answered over 10,500 calls compared to about 8,000.
- We received over 700 applications from the Federally Facilitated Marketplace. We received 500 on Feb 26 and they must be processed within a month. Staff are on overtime, but we are using last year's Food stamp bonus money to pay for it.
- We continue to do outreach about BadgerCare and the HealthCare.gov website.
- In March, the DOA is coming in to do an audit on our Energy Services.
- The State does a food stamp management evaluation review every year on one of the consortium sites and we will be the host county site this year. They will be here in April interviewing staff, looking at applications and looking at all of our processes.
- We send out customer surveys and two in particular came back very positive about the services they received. The staff are told about the positive comments and surveys are posted.
- We are beginning to fingerprint our certified providers.
- Beginning this fall, the state will require telephonic signatures, so clients can call the Call Center to apply for child care. The state will distribute swipe cards that will be used at the provider location. Benefits and authorizations will be on this card.

ADRC:

- The part-time drivers have been hired.
- The Community Transportation Association of America's Brown Taxi Cab Study has concluded, and nothing more has come from it. However, Ms. Torum, Ms. Cauley & Mr. Wehmeier are meeting with a Jefferson Businessman at his request to discuss the community's transportation needs. Hopefully this will result in more discussions about the study's recommendations and potential for implementation.

- A Volunteer Guardianship Training will be held later this spring. Five individuals have expressed interest.
- The Department of Health Services is expanding the Dementia Care Specialist program into ten more counties. Since this is part of the state's Dementia Care Redesign Project, they will require that the position is full-time and will be increasing the county contracts to \$80,000.
- The Dementia Summit, Part II will be in May and everyone was encouraged to attend. The task groups will be reporting on their activities since the last summit and many great things are happening to make Jefferson County Dementia Capable!
- The adult protective services unit has received several referrals recently on behalf of two special needs youth who are still in school, over the age of 18 and are homeless. In one case, the individual has family options but doesn't want to stay with them. Ms. Torum said that the Motivational Interviewing training will be very beneficial in these types of situations as we attempt to help people make the best decisions they can about their lives.

11. PRESENTATION ABOUT THE PREVENTION OF CHILD ABUSE MONTH

Mr. Ruehlow introduced Erica Lowrey, case manager on the Child Protective Services team. Ms. Lowrey spoke about all of the activities that the team is doing for the Prevention of Child Abuse month.

12. SENIOR DINING ANNUAL REPORT

Ms. Torum talked about the 2013 Senior Dining Program Report. (attached)

13. UPDATE ON NEW PROFESSIONAL CONTRACTS

Ms. Cauley reported on the new contracts that are listed on the 2014 Provider Contracts sheet (attached). We are using a new rate-setting tool to identify client needs so that providers will have more consistent and objective rates.

14. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Mr. Mode reported on the following items:

- Mr. Mode resigned from the Human Services Coordinating Committee (previously the Redesign Committee)
- There is a new committee called the Futures Committee to discuss issues that will affect the future of Human Services. Topics include the following:
 - WCHSA organizing as a 501(c)(3) and hiring a director.
 - They would like to downsize the executive board.
 - They would like to reduce the board size from 40 to 20 members, having representation by regions. It would be made up of only PAC chairpersons and directors, leaving out county board supervisors. Mr. Mode reported that he is opposed to that idea.
- The Financial report for year-end had a positive balance of \$94,000.
- 71 out of 72 counties renewed their membership.

Ms. Cauley added:

- She opposes the suggestion of reducing the board size from 40 to 20. With 72 counties in the state, it is vital to have more representation and diversity. She also disagrees with excluding county board supervisors.
- She is co-chairing the Policy Advisory Committee which is meeting the end of February. The Committee is writing the platform for priorities for WCHSA each year. The priorities include:
 - Lobby for and discuss with DHS the Medicaid Cost Reporting procedure, specifically WIMCR. The CM is very clear that the state should have one Medicaid cost reporting procedure.
 - CCS Regionalization
 - Dementia Care Redesign
 - Compliance Programs
 - Billing Issues
 - CRS issues and the requirements
 - Office of Children’s Mental Health
- We are working on the WCHSA Spring Conference on May 13 – 15. Representative Nygren will be speaking.
- Staff will be trained on the DSM V (diagnostic and statistical manual of mental disorders).
- WCHSA has met in the past with all of the secretaries of DHS and DCF and the chairpersons were always included. The practice of inviting past chairpersons has been discontinued.

15. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

The next meeting will be on Wednesday, April 8 at 8:30 a.m.

16. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Ms. Rogers seconded.

Motion passed unanimously.

This is Ms. Rogers’ last meeting and she praised Ms. Cauley and her staff for their commitment to the people they serve.

Mr. Mode thanked Ms. Rogers for her valuable input throughout her years of service.

Meeting adjourned at 9:50 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, April 8, 2014 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549