

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**Thursday, May 28, 2009**

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

**Absent:** Gail Towers Macaskill and Jim Schultz

**Others Present:** Kathi Cauley, Sydney Wesemann, Donna Hollinger, Jill Johnson, Gary Petre, 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**

Macaskill, Schultz absent/Quorum established

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

Compliance attained

**4. REVIEW OF THE MAY 28, 2009 AGENDA**

No changes

**5. CITIZEN COMMENT**

No Comments

**6. APPROVAL OF April 30, 2009 BOARD MINUTES**

Mr. McKenzie made a motion to approve the April 30, 2009 board minutes.

Ms. Rogers seconded.

*Motion passed unanimously.*

**7. APPROVAL OF MAY 11, 2009 FINANCE COMMITTEE MINUTES**

Mr. Powers made a motion to approve the May 11, 2009 finance committee minutes.

Mr. McKenzie seconded.

*Motion passed unanimously.*

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

**Family Resources:** Ms. Cauley reported that the Children's team is in the process of moving six children back home or into a less restrictive placement that will considerably reduce our current costs of \$24,000 per month. We are also developing five Foster homes into Crisis Stabilization homes that will help avert inpatients to Mendota or Winnebago Mental Health Institutes. We will be able to bill Medicaid for their services and it will be better for the child

and family because they can stay close to home and school and will have access to local treatment.

**Behavioral Health:** Ms. Cauley reported that we had a Mental Health block grant review from the Federal Mental Health Substance Abuse team who gave us lots of positive feedback. She said that currently no one has been in Mendota or Winnebago since March, which is very costly to us. She added that we also received a Department of Corrections purchase of Service Contract worth \$3,000 to do Anger Management with current clients.

**Administration:** Ms. Wesemann distributed the April 30 financial statement (attached) as well as “Highlights from the April 30, 2009 Financial Statement” (attached). She discussed major areas of concern that included the CIP 1B program, Provided Services, Child Caring Institutions and Mental Health Institutes.

- **CIP 1B** –This program will only have activity for the month of January, and after that all participants will be rolled into Family Care. The 2009 Budget amount was calculated for only one-month worth of activity, but the Prorated budget column assumes that there will be activity for the whole year. As the year progresses, the variance will continue to decrease.
- **Provided Services** – The 2009 budget was prepared with the assumption that there would be 17 Human Services staff contracted to work with Care Wisconsin. Due to the Governor’s budget, there was a slow down in the speed with which individuals came off the waiting list. Staff level has maintained at 13. However, comparing actual dollars of revenue to the actual costs for the month of February and March, we did come out ahead.
- **Child Caring Institutions** – The expenses represent approximately six children placed with an average daily cost of \$286. As Kathi mentioned previously, these children will be relocated, so eventually the variance will decline.
- **Mental Health Institutes** – We have not received the April statement from the institutions yet. March came in less than February, so we are trending towards declining costs. In March, we also had 12 individuals continuing in placement or were placed, with the cost being between \$800 – 1,000 per day per person.

Ms. Wesemann continued to report that we had financial auditors here a few weeks ago. They found a payment that we made to the state for the Managed Care Organization in the amount of \$245,000 that should have been expensed in 2008. The accounting philosophy was that it was supposed to be expensed in 2009 since it was in that budget year. The adjustment has been made, so this will reduce our 2009 expenses. The total deficit on the March and April statements already consider this adjustment. There was a similar event with a Birth to Three donation for \$20,000. It was credited in 2008, but should have been credited in 2009 since we had already received this annual donation at the beginning of 2008. Unfortunately, it’s too late to adjust the 2008 statement, so it will look like the donations in that area are down this year.

Ms. Wesemann also reported that we will be receiving additional peer revenue on the waiver reconciliation for 2008, which is more than she had anticipated. The difference is due to the way that she and the state each calculated the rates. Ms. Wesemann based her information on a per diem slot rate and the state changed it to an allocation rate. This difference will be between \$100,000 – \$200,000 and we should receive it in July. Additionally, there will be no offsetting expenses.

Ms. Schmeling mentioned that we posted a gain because of Family Care, and asked what the variables are that will predict the continuing trend.

Ms. Wesemann felt that it will stay fairly static, specifically due to 40-hour work weeks with no overtime. She added, however, that we hope that the productivity will increase. We are working with the Care Wisconsin managers to train the staff to increase their billable hours. This should translate into increasing gains over time, while the costs stay about the same.

Ms. Cauley added that of the 13 staff members who work for Care Wisconsin, about four individuals exceed the productivity standards, while three others are not meeting them. We are addressing what we can do to help these three individuals.

**Economic Support:** Ms. Johnson reported that they had 12 “Rapid Responses” this year; a term used when a company is going to close, and when the partners at the Workforce Development Center team up to go to the site to speak to the individuals about resources. Ms. Johnson said that another company will be closing in July. She reported that this has increased their workloads. They have had 205 new customers from January through March. As of March, they had 4,915 households on assistance, which translates into 400 cases per worker.

Beginning on July 15, a new Badger Care Core Plus Plan is starting for individuals without dependent children. It will cover basic medical needs and will help our staff who work with the mental health population who don’t have medical coverage. Ms. Johnson said that although individuals will need to apply online or call an ‘800’ number, staff will be available to help them and to answer questions. The Center will need to have a phone and computers for applicants, and staff can fax or scan it in to the state for them.

Mr. McKenzie asked what the net affect of this will be on the tax levy.

Ms. Johnson said that no payments for programs are coming out of the county levy, only staff wages. She added that unfortunately there may be a \$50,000 cut to the Income Maintenance staff. With the increase in workloads and the fact that applications have to be processed in 30 days, a reduction in staff would be devastating.

**ADRC and Aging:** Ms. Cauley distributed a report from Ms. Torum dated May 28, highlighting three major areas; Nutrition Stimulus Money, Aging Unit Plan and Nutrition Program Donation Statements (attached).

- Nutrition Stimulus Money - Ms. Cauley reported that the Nutrition Stimulus money is being held at the Department of Administration as they are waiting for legislative approval to release it. County allocations are unknown at this time, but the money may only be used for meals and there are funds in both the congregate and home delivered meal programs. Funds cannot be transferred between the two programs.
- Aging Unit Plan – The 2010 – 2012 Plan is being worked on now and must demonstrate that the policy-making body of the aging unit was actively involved in the development of the plan, and that members of the policy-making body and advisory committee must be notified about all public hearings on the plan.
- Nutrition Program Donation Statements – Ms. Cauley reported that this program is sending out donation statements to the homes of delivered meal recipients or their legal representatives. They are asking that participants send their donations directly to the agency rather than giving it to the delivery volunteers, citing several reasons. So far, the first four months indicate an increase in revenues.

**Developmental Disabilities:** No report

**9. PROPOSAL TO APPROVE THE ADDITION OF INTERACTIVE TECHNOLOGY TO ENHANCE CUSTOMER SERVICES IN JEFFERSON COUNTY**

Ms. Cauley reported that the Infrastructure Committee passed this proposal (attached), and that they are looking for our support. She said that this would not have a cost to us or to Jefferson County. This is an interactive technology system for trainings, which will keep Workforce a comprehensive Center. It will be funded and maintained by the Workforce Development Board.

Mr. McKenzie made a motion to approve the addition of interactive technology.

Mr. Jones seconded.

*Motion passed unanimously.*

**10. REPRESENTATIVE PAYEE POLICY & FEE SETTING**

Ms. Cauley referred to a draft policy of the Representative Payee Policy (attached) which will ensure the use of consumer funds to comply with Social Security Administration rules. This will allow us to assess a monthly fee that is authorized by Social Security Administration to individuals “who are unable to manage their resources and have no one else willing or capable to assist them.” She said that we have been doing this with the waiver clients for many years. This monthly fee would be \$35.00 or 10% of their income, whichever is less. This would affect about 91 individuals and would increase our revenue by approximately \$40,000.

Ms. Rogers made a motion to approve the Representative Payee Policy.

Mr. Jones seconded.

*Motion passed unanimously.*

**11. SUPPORTIVE EMPLOYMENT GRANT: BUDGET ADJUSTMENT**

Ms. Cauley reported that they applied for a \$30,000 grant last year for supportive employment for individuals who are diagnosed with severe and persistent mental illness. We were not originally chosen for the grant, but Milwaukee County declined so the state offered the money to us this year. This amount is not in the current budget, so this will be an adjustment. Ms. Cauley added that in 2001 – 2002 we received a grant to start this program, and are already doing this with clients, so it does not require additional staff or duties. We may even provide technical assistance to other counties, which may lead into another grant opportunity. It's a shift in philosophy across the agency that we believe that people can work with the right supports; not just in sheltered employment, but rather in jobs that are meaningful to them.

Mr. Petre noted that when we prepare our 2010 budget, that we include this grant revenue in the budget.

Mr. Jones made a motion to accept the supportive employment grant.

Mr. Powers seconded.

*Motion passed unanimously.*

**12. AUDIT FINDINGS**

This was discussed in the Division Updates, item #8 under Administration.

**13. UPDATES ON GOVERNOR'S BUDGET**

Ms. Cauley reported that unfortunately, the Mental Health surcharges passed through the state budget. Mr. Mode added however, that some Income Maintenance money will be put back in and Children and Family aids will also be restored. So instead of \$-800,000, it will be about \$-500,000.

Ms. Cauley and Mr. Mode will be attending the Wisconsin Counties Human Services Association conference next week and will get more information at that time. Mr. Mode said that they received a questionnaire asking what everyone can do to help each other. They hope we can do less reporting, which can be so time consuming. Mr. Mode said that they should have a clearer picture next month about the affects of the budget.

**14. DISCUSS JUNE PUBLIC HEARING**

Ms. Cauley said that the Board meeting will be held at 5:00 p.m. on Thursday, June 25, and the public hearing will follow at 6:00 p.m. The press releases will go out next week.

Ms. Cauley said that she also sent out letters to 94 providers stating what the impact of the governor's budget will be for us.

**15. ADJOURN**

Ms. Rogers made a motion to adjourn the meeting.

Mr. Jones seconded.

*Motion passed unanimously.*

Meeting adjourned at 10:25 a.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**

Thursday, June 25, 2009

5:00 p.m.

Public Hearing - 6:00 p.m.

Workforce Development Center

874 Collins Road, Room 103

Jefferson, WI 53549