

## JEFFERSON COUNTY HUMAN SERVICES

### Board Minutes

Thursday, July 30, 2009

**Board Members Present:** Jim Mode, Richard Jones, Augie Tietz, John McKenzie, Marty Powers and Jim Schultz

**Absent:** Pam Rogers

**Others Present:** Kathi Cauley, Sydney Wesemann, Donna Hollinger, Gary Petre, Sharon Schmeling, and Amy O'Neil, PADA Director.

**1. CALL TO ORDER**

Mr. Mode called the meeting to order at 9:30 a.m. and welcomed Mr. Tietz to the board.

**2. ROLL CALL/ESTABLISHMENT OF QUORUM**

Ms. Rogers absent/Quorum established

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

Compliance attained

**4. REVIEW OF THE JULY 30, 2009 AGENDA**

No changes

**5. CITIZEN COMMENT**

No comments

**6. APPROVAL OF JUNE 25, 2009 BOARD MINUTES**

Mr. Powers made a motion to approve the June 25, 2009 board minutes.

Mr. Jones seconded.

*Motion passed unanimously.*

**7. APPROVAL OF JULY 13, 2009 FINANCE COMMITTEE MINUTES**

Mr. McKenzie made a motion to approve the July 13, 2009 finance committee minutes.

Mr. Schultz seconded.

*Motion passed unanimously.*

**8. UPDATE FROM PADA ON SERVICES AND OPERATIONS**

Ms. O'Neil, PADA Director, gave the board an overview of the roles of their staff and the services that they provide. They are the only domestic violence and sexual assault victims service agency in the county. They have a 24 hour crisis line. She handed out statistics on the number of domestic violence complaints they received last year and so far this year. Another handout gave the volume and type of calls they have received so far this year. She also passed out their annual report. (All reports are attached)

Ms. O'Neil said that they are seeing some trends with the economic downturn. Not only have the number of cases greatly increased, but the severity level of the violence has increased as well. She said that they are doing preventative education by going into the community and presenting information. They have already gone into the middle schools to talk about dating violence and to the girl scouts to teach them about self-esteem.

She spoke about the Coordinated Community Response Team (CCRT) in Watertown, which is a team that consists of law enforcement, legal representatives and community involvement. They have created policies and procedures and their goal is to get the team countywide.

Currently they do not have a permanent shelter for victims, but they are looking into utilizing vacancies at local hotels.

Ms. O'Neil said that PADA received 36% of their funding from the county and are requesting \$45,000 for 2010, which is \$15,000 less than last year. They are worried about the possibility of a reduction from state funding.

## **9. REVIEW OF FINANCIAL STATEMENT**

Ms. Wesemann began by distributing a "Description of Chart of Accounts." (attached) She explained that each account is broken down into three parts consisting of business unit, object and subsidiary. This information will help them review the financial statements in the future.

She then reviewed the June 30, 2009 financial statement (attached) and said that the deficit is getting smaller. She also handed out a report for "Mendota & Winnebago Costs." (attached) This reflects costs through June and is only showing a \$4,118 deficit at this time. Another report is the "Child Caring Institution Costs" (attached) which shows that at the end of June; there were 6 children in placements costing \$58,839. She said that two children left the institutions in July, so the costs will go down. The report also identifies the institutions that we are using along with their average daily cost to provide this care. It also lists the number of children who are in each facility.

Ms. Wesemann then spoke about a few specific areas of interest on the financial report and the reasons for the numbers. These areas included: *CIP 1B, Provided Services, Adult Alternate Care, Wages (for past retirees), Program Expenses for CCS Other Community Care and Funeral & Burial.*

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

### **Family Resources:**

Ms. Cauley reported on the following items:

- Two children were moved out of institutions and back home or into treatment foster homes.

- They are working very hard on increasing crisis stabilization beds for children, which would give staff a better opportunity to do an assessment on the child.
- Due to an increase in mental health issues in children, an employee from the delinquency team and one from the chips team are being trained in Comprehensive Community Services (CCS). This will allow them to work better with children as well as helping to streamline the work. It will also bring in extra revenue.
- The Birth to Three Program has increased its Targeted Case Management billing which in turn helps generate revenue.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- They received a \$14,000 per year grant for the next five years and hope to do training for crisis Intervention training for providers, including the local hospitals.
- They are increasing the crisis stabilization beds for adults and have set the rates for that which will generate more revenue for us.
- Badgercare for Childless adults will pay for Dr. Haggart.
- The online assessments and treatment plans for the Intoxicated Driver Program is up and running and going well. Because of this program, we did not have to fill a support staff position.

**Administration:**

Ms. Wesemann reported on the following items:

- The deadline for the new accounting position application ends July 31, so she and Dave Ehlinger will be reviewing them soon.
- They are working on electronic Daily Activity Records (DAR) for staff, which are their timesheets for payroll which also generate all billing. We are behind in processing them due to the volume, so we are hopeful that this will help streamline the process. MIS is programming a checks and balance system on it since it is quite a complicated system. The fiscal team will still have to monitor them and edit as necessary.
- The support staff and fiscal teams are working very well together to pick up the work of the staff who have left and who were not replaced.
- Human Services will now be purchasing gas for the vehicles from the Highway Department, as their costs are much lower than at the gas station.
- We are looking at the utilities and hoping to come up with some energy saving ideas.

**Economic Support:**

Ms. Cauley reported on the following items:

- They have 5,105 households on public assistance
- Talaris is shutting down in Watertown, so they had a Rapid Response for them.
- The W-2 plan is done for the next two year contract period and we will know the beginning of September if we have received the grant. There were no other competitors for it.
- They have begun the “Ready Kids for School” that provides school supplies and backpacks to those students whose families are in financial need.

- A few of our staff were involved in a “Uniting Latinos Families and their Community” fair where over 350 people attended.

**ADRC and Aging:**

Ms. Cauley reported on the following items:

- They are working on implementing a Volunteer Guardianship Program next year, so they are preparing a training for next month. These guardians would be for individuals who are in nursing homes and who have corporate guardians now since they don't have families to care for them. We have over 1,000 people on guardianship right now.

**Developmental Disabilities:**

Ms. Cauley reported on the following items:

- Since the Care Wisconsin contract will be cancelled at the end of the year, this division will be eliminated. The supervisor position will be eliminated February 1<sup>st</sup> and will be changed to a Developmental Disability Adult Protective Service Worker who will be part of the Aging and Disability Resource Center.

**11. DISCUSS AND PLAN FOR 2010 BUDGET**

**A. Review Funding Requests from Public Hearing**

**B. Discuss Revenue and Expenditure Projections**

Mr. Mode reported that we received the following requests:

- \$ 7,000 from Big Brothers/Big Sisters of Watertown & Dodge Counties
- \$21,000 from Big Brothers/Big Sisters of Rock, Walworth & Jefferson Counties
- \$45,000 from People Against Domestic Abuse (PADA)

It was determined that approximately \$40,000 for PADA, and all of the money for BB/BS would come from tax levy. Ms. Cauley explained that Federal IVE (4-E) funds used to pay for BB/BS in the past, but that funding source is almost non-existent and what little money is left can be used for mentoring programs through our CCS Program and the Delinquency Prevention Council. Based on our mentoring programs as well as the budget, her recommendation is not to fund either BB/BS programs this year.

Mr. Schultz and Mr. Tietz both questioned the decision not to fund the programs because they feel that it is a preventative program that provides positive results.

Ms. Schmeling questioned the reasoning behind funding them at a higher level than the primary county being served. She added that although it's an important preventative, it's a question of allocating resources.

Mr. Tietz felt that the numbers of children served through Dodge County are mainly Jefferson residents.

After some discussion, Ms. Schmeling reminded the board that the County Administrator asked Ms. Cauley to provide him with a budget with a zero percent increase, so the challenge is to determine what to do with any discretionary funds that you may have.

Ms. Cauley reiterated that the total impact on the state budget on Human Services was about \$450,000 and feels we have about \$10,000 to donate that at this time Ms. Wesemann

emphasized that we need to keep in mind that we only have preliminary reports on what our allocations will be. Realistically, we should expect them to go down even further.

Mr. Mode added that we provide PADA with 36% of their budget, and if we decreased that amount, Human Services staff would be directly affected to handle the overflow of calls. We couldn't hire an individual for \$45,000 to do what PADA does.

Mr. Jones made a motion to support Big Brothers/Big Sisters of Watertown & Dodge Counties in the amount of \$5,000. Mr. Powers seconded. Mr. Tietz abstained due to having a personal connection with the Organization.

*Motion passed unanimously.*

There was continued budget discussion with an emphasis on the fact that state and federal allocations are not finalized yet and that there is only \$10,000 discretionary funds available. The board decided to wait to make any further decisions until next month, and after they got statistics from both of the Big Brothers/Big Sisters Agencies.

## **12. AUGUST BOARD MEETING**

Due to the deadline of the budget and needing to discuss this further, the board decided to hold the August meeting on Friday, August 21 instead of the normally scheduled date of August 30.

## **ADJOURN**

Mr. Jones made a motion to adjourn the meeting.

Mr. Tietz seconded.

*Motion passed unanimously.*

Meeting adjourned at 11:10 a.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**  
Friday, August 21, 2009  
9:30 a.m.  
Workforce Development Center  
874 Collins Road, Room 103  
Jefferson, WI 53549