

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
Monday, January 28, 2010

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

Absent: Pam Rogers

Others Present: Kathi Cauley, Joan Daniel, Donna Hollinger, Sue Torum, Terri Smyth-Magnus, 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

Ms. Rogers absent/Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Compliance attained

4. REVIEW OF THE JANUARY 28, 2010 AGENDA

No changes

5. CITIZEN COMMENT

No Comment

6. APPROVAL OF THE DECEMBER 7, 2009 BOARD MINUTES

Mr. McKenzie made a motion to approve the December 7, 2009 board minutes.

Mr. Jones seconded. Mr. Mode abstained.

Motion passed unanimously.

7. APPROVAL OF DECEMBER 14, 2009 & JANUARY 11, 2010 FINANCE COMMITTEE MINUTES

Mr. Schultz made a motion to approve both finance committee minutes.

Mr. McKenzie seconded.

Motion passed unanimously.

8. REVIEW OF FINANCIAL STATEMENT

Ms. Daniel reported on the November 30, 2009 financial statement stating that they are expecting additional revenue of \$115,149 with expenditures of \$61,492 leaving a November surplus of \$53,657. The year-to-date totals may change due to accruals, but they hope to end the year with a positive balance.

Ms. Cauley said that the Foster Care and Child Alternate Care placements costs have decreased due to the hard work of the Family Resources staff. She added that the Mental Health Institution costs came down, too.

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

Family Resources:

Ms. Smyth-Magnus reported on the following items:

- The supervisor of Birth to Three is working with other counties to apply for grants. They already received two grants that will pay for training, laptop computers and “The Incredible Years” curriculum to help work with families with mental health issues.
- The intake department has seen a 30% increase in child abuse reports compared to last year which indicates the higher level of stress that families are dealing with. Delinquency referrals have remained status quo.
- There is an open position on the CHIPS team, which will be filled soon.
- They are working on licensing about 12 kinship foster care homes and will license any new ones that come in throughout the year.

Behavioral Health:

Ms. Cauley reported on the following items:

- In 2008 they had 994 crisis calls and in 2009 they had 3,539 calls, however had one less emergency detention placement. This indicates that staff are doing a great job assessing individuals before they get into crisis mode. The number of days in Mendota in 2008 was 1275 as compared to 873 in 2009, so there was a large reduction of inpatient days even though there was a 28% increase in the volume of calls. Suicide calls also increased from 323 calls in 2008 compared to 347 in 2009.
- The application went in for the 1915i, Community Based Services, for Medicaid reimbursement. Ms. Cauley said that they already provide this service, but will be able to go back and bill for reimbursement. They budgeted receiving a \$50,000 reimbursement, but in analyzing this information, it appears that \$111,000 can be recovered just for adults who are placement. The hope is to use this new benefit for children who have mental health needs as well as out-of-home placements and peer support.
- Ms. Cauley is working with the Substance Abuse Prevention Community Coalition on how to implement best practices in order to prevent substance abuse among adults.

Administration:

Ms. Daniel reported on the following items:

- The 2010 contracts are done.
- Medicaid waiver providers are now required to register online so they sent them notices to do this.
- They are reviewing the Protective Payee accounts and will move the money onto the county books.
- Staff are writing job manuals that will ensure a cross training of duties.
- They are busy with year-end close which is anticipated to be done the end of February. Then they have to report everything to the state by March 25 for

reimbursement. Expenditures are being reviewed and they are making sure they are capturing all revenue from the state and ensuring that funding is being maximized.

- A paid individual through the Summer Youth Program is helping the support staff team.
- Electronic daily activity logs (e-dals) are up and running now, which will allocate costs, Medicaid billing, and payroll.
- They are working on the Medicaid electronic billing.

Economic Support:

Ms. Cauley reported for Ms. Johnson on the following items:

- They have 5,225 households receiving public assistance, which is down 18 cases.
- The W-2 staff attended a 2-day training on the expectations of the W-2 program.
- Customers can now go on-line and apply for services or retrieve forms.
- As of February 1, state has mandated that certified providers need a criminal background check done every quarter on all family members over the age of 10. The cost for each background check is \$10. This will need to be added to the February agenda because it will be an increase in costs.

Aging & ADRC:

Ms. Torum reported on the following items:

- Working on transportation with the Madison VA is working out very well. They have an individual from "Experience Works" who is a veteran and is helping to coordinate this. He is doing a great job and so far in January, there have been 33 rides.
- Ms. Torum is meeting with the transportation committees from Dodge and Columbia counties to discuss coordination among the tri-county area. They are looking at hiring a Mobility Manager who would study the issues and make suggestions on how they can be efficient in our coordination of services. They may be able to get a grant for this position, but may also have to match 20%.
- Guardianships for protective placements are being studied. There are many costs associated with guardianships and they are working with Scott Scheibel to make sure that all fees are being collected by adding them to the court orders. Ms. Cauley and Mr. Mode have brought this to the attention of Wisconsin Counties Human Services Association.
- Bethesda is voluntarily downsizing 40 beds with a goal of August 31, 2010. The ADRC is assessing these individuals.
- The ADRC's waiting list policy will be changing shortly because the state has issued a new policy directive. Prior to this change, only those individuals who have been assessed and found to be financially and functionally eligible have been allowed to be on the waiting list. With the policy change, individuals who will be financially eligible prior to entitlement, 9/1/2011, will also be eligible to go on the waiting list. This is expected to change the waiting list numbers significantly and will result in an increased workload for ADRC staff.

- They will be working on their Aging Plan priorities and studying the nutrition site in Palmyra.

**10. REVIEW & APPROVE UPDATED PURCHASING POLICIES
PURCHASE ORDERS AND PAYMENT OF INVOICES**

Ms. Daniel reviewed the policy, (attached) which includes the county ordinance. Page 8 begins the Human Services procedure. Item #8 on page 10 of the policy identifies a new process for approval of vouchers that will now be designated to the full Human Services board instead of the Personnel & Finance Committee. This procedure is stated in the policy "Approval of Vouchers" below.

APPROVAL OF VOUCHERS

Ms. Daniel reviewed the policy (attached) stating that a summary list of vouchers called "Payment Register," (attached) will be sent to board members for review as part of the monthly board packet. This Payment Register will identify the payee, check number, date and amount of the check. If the payee is a client, it will only show first name and the initial of the last name. Invoices will be available at the board meetings if there are any questions. Advantages will be the elimination of the monthly Personnel & Finance meeting and the full board would be able to view invoices.

After some discussion, both policies will be amended to omit:

- a) requiring Board members to sign the report
- b) sending it to the County Clerk's office.

Since the financial information is time sensitive, it was determined that the Human Services board will have to change meeting dates to accommodate merging the financial piece with the full board. The members agreed to change meetings beginning in March, to the 2nd Tuesday of each month at 1:30. The location will remain at Workforce Development Center.

Mr. Tietz made a motion to approve both policies with the amendments. Mr. McKenzie seconded.

Motion passed unanimously.

**11. CONSIDER RECOMMENDING ALTERNATE BILL APPROVAL PROCEDURE TO COUNTY BOARD
AND POSSIBLE ELIMINATION OF THE PERSONNEL & FINANCE COMMITTEE**

Mr. Jones made a motion to recommend to the county board amending Ordinance No. 2008-12 to change the approval authority and bill payment procedure from the Human Services Personnel & Finance Committee to the Human Services Board. Mr. Schultz seconded.

Motion passed unanimously.

12. REVIEW AND DISCUSS DODGE COUNTY NURSING HOME COMMISSION

Ms. Cauley presented information about the Marsh County Health Alliance Commission. She said that Dodge County has a nursing home, which is different from Countryside in that it has specialized units. These units can serve individuals who have dementia, are developmentally disabled, or have a severe & persistent mental illness. It also serves as a general nursing home.

She said that Medicaid rates do not cover the costs that the county incurs for these specialized units, so counties that join this Health Alliance Commission would pay a one-time fee of \$5,000 to join, which would give them a seat on the board to help establish rates based on how many days a bed is used. It will also give them the availability of using these specialized units.

Currently, Jefferson County has three individuals in this facility at a rate of \$50,000 per year. If they were in the community or at a mental health institution, it would be much more expensive. They would try not to use it, however on occasion they have individuals who need a specialized unit, particularly for dementia patients.

Ms. Cauley then presented the board with the Marsh County Health Alliance Commission Intergovernmental Cooperation Agreement, (attached) and recommended that Jefferson County join. She reiterated that the \$5,000 will buy a seat on the Commission that will establish the rates, as well as having the availability of using these specialized units. She said that Phil Ristow has reviewed it and supports it.

Mr. McKenzie made a motion to approve the resolution to join the Intergovernmental Cooperation Agreement and to forward it to the County Board for approval. Ms. Jones seconded.

Motion passed unanimously.

13. WCHSA UPDATES

Ms. Cauley reported that there is a Human Services Lobby day on March 4 in Madison. This will be an opportunity to meet with legislators to discuss issues.

14. SET DATES FOR NEXT MEETINGS

The February meeting will be held on Tuesday, February 23 at 9:30 in rooms 8 & 9 at the Workforce Development Center. Future meetings will be held on the 2nd Tuesday at 1:30 of each month.

16. ADJOURN

Mr. Jones made a motion to adjourn the meeting. Mr. Tietz seconded.

Motion passed unanimously.

Meeting adjourned at 11:15 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING
Tuesday, February 23, 2010
9:30 a.m.
Workforce Development Center
874 Collins Road, Room 8 & 9
Jefferson, WI 53549