

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
December 14, 2010

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

Board Members Absent: Marty Powers

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Aging & Disability Resource Center Manager Sue Torum; Family Resources Division Manager Terri Smyth-Magnus; Office Manager Donna Hollinger; Transportation Coordinator Jackie Cloute, Experience Works Employee Don Millar, County Board Chairman John Molinaro; County Administrator Gary Petre, and County Supervisor Jan Rouou.

1. CALL TO ORDER

Mr. Mode called the meeting to order at 9:30 a.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Mr. Powers absent/Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Compliance attained

4. REVIEW OF THE DECEMBER 14, 2010 AGENDA

Item # 10 be moved up to immediately follow item #6

5. CITIZEN COMMENT

No Comments

6. APPROVAL OF THE NOVEMBER 9, 2010 BOARD MINUTES

Ms. Rogers made a motion to approve the November 9, 2010 board minutes.

Mr. Tietz seconded.

Motion passed unanimously.

7. REVIEW AND APPROVE S85.21 SPECIALIZED TRANSPORTATION GRANT APPLICATION

Ms. Torum introduced staff members from the department's transportation office. Jackie Cloute is the Transportation Coordinator, and Don Millar is the Experience Works Employee who is responsible for scheduling the Veterans Van. She then reviewed the S85.21 Specialized Transportation Grant Application, and provided Board members with information about the three projects that are funded. In 2011, Jefferson County is slated to receive \$177,386, provided that the county provides matching funds in the amount of \$35,477. Ms. Torum said that matching funds are included and were approved by the county board as part of the 2011 budget process. The projects are as follows:

- 1. Elderly/Disabled Van Transportation:** This service takes people grocery shopping and is available throughout the county; however only 66 unduplicated people currently utilize the

service. Mr. Molinaro asked how the service was advertised and advised that perhaps the department could prepare a news article so that all eligible county residents were aware that the service exists even though there are limitations. Ms. Torum said that this is a project that has the most potential to change in 2012.

2. **Senior Dining program Subsidy:** The county subsidizes the cost of taxi cab service to elderly individuals wishing to use the taxi to attend a Senior Dining Program. The passenger pays the fare difference.
3. **Driver-Escort a.k.a. Volunteer Driver Program:** Ms. Torum said that this is the biggest project and it serves the most unduplicated individuals. The program relies on volunteer drivers to transport elderly and disabled individuals to medical and Human Services Department appointments.

Ms. Torum suggested that board members review the plan along with the 2009 Transportation Report they received previously. The report provides demographic information and other details that help paint a better picture of who each project serves.

In 2011, the department plans on purchasing a new vehicle to replace the 2008 Chevy Uplander mini-van that is currently being used in project 1. The old van will be retained and will be designated for use to transport agency clients who are elderly or disabled. The reason for this is because it has "not exhausted its useful life" under S85.21 and via this designation, Ms. Torum anticipates that there will not be any question about a new vehicle purchase within 2 years of the last by Wis DOT. This Application will be submitted to Madison for approval.

Ms. Rogers made a motion to approve the S85.21 Specialized Transportation Grant Application as presented. Mr. Tietz seconded.

Motion passed unanimously.

Ms. Cauley thanked Ms. Cloute and Mr. Millar for their services.

8. REVIEW OF OCTOBER 31, 2010 FINANCIAL STATEMENT

Ms. Daniel reviewed the October 31, 2010 financial statement. (attached) She said that the year-end projection is a deficit of \$18,273; however, there are still many variables and it could easily change by the end of the year. She then talked about the Children Placements (attached). Ms. Cauley added that Henry Plum, the contracted attorney, is in court today working on a TPR case. Once all of the children have permanency, it will be a cost savings of about \$320,000.

9. REVIEW AND APPROVE OCTOBER FINANCIAL VOUCHERS

Ms. Daniel reviewed the voucher batches (attached) using a summary sheet identifying the categories of each batch with a grand total of \$496,670.67. Ms. Daniel reported that although not a budgeted item, the sidewalks were replaced. Money was available since the heater bid came in lower than expected. Mr. Jones made a motion to approve the vouchers totaling \$496,670.67 as presented. Ms. Rogers seconded.

Motion passed unanimously.

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

Family Resources:

Ms. Smyth-Magnus reported on the following items:

- Laura Wagner, a long-term employee of the Intake team, has been hired as the new Delinquency Supervisor. We will now advertise to fill her position.
- The Delinquency Prevention Council is in transition and Ms. Smyth-Magnus will be the interim leader with the help of Kathy Eisenmann, Family Living Agent.
- The weekly Job Club mainly for children with development disabilities is being well attended and we are beginning another club for kids in the delinquency or intense supervision program.

Behavioral Health:

Ms. Cauley reported on the following items:

- In 2008, we had 995 crisis calls, in 2009, we had 3582 calls and as of November 30 of this year we were at 4,667 calls. We also had 179 suicide calls through November.
- Mendota closed their acute unit, which is where we sent our emergency detentions, so now we are using St. Agnes Hospital in Fond du Lac. Although it is a general hospital, they take emergency detentions and have doctors available 24/7, including intensive psychotherapy. The hospital can bill all insurance plans including Medicare and Medicaid, which saves us money. We are continuing to look at other hospital options.
- We received a crisis grant from the state for \$25,000, which will be used for training. On January 24 – 26 we will have a national trainer here to talk about The Incredible Years, an evidenced based practice for children ages 0 – 12. We will also be holding a crisis intervention training for law enforcement.

Administration:

Ms. Daniel reported on the following items:

- We have an individual from the Experience Works program who is working in the file room and we are hoping to get another individual for the fiscal team. These individuals are paid by the Experience Works Organization and can work up to 20 hours per week and stay for about 16 months.
- We are finalizing the plans with the clearinghouse that will be submitting claims electronically on our behalf. This will cost .28/claim, which will be much cheaper than the surcharge that is coming for each paper claim.
- We are working on reconciliations so we can do the year-end closings.
- We are submitting budgets to the State for many of our programs.
- Social Security will be coming in to review our Protective Payee program.

Economic Support:

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

- 5607 households are on public assistance which is an increase over last month.
- There is an increase in requests for W-2, which is an intensive case management service to help clients find employment.

- The State has a new program called Safe Link Phone and anyone who is on food stamps will receive a free cell phone.

Aging & Disability Resource Center:

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

- The waiting list for Family Care must be assessed by September 11, 2011. The ADRC earned money beyond the contract so \$35,000 can be carried over into the next year. We plan to hire a limited employee to help with the assessments.
- We received an additional \$30,000 to spend by the end of the year and asked the State if we could use the money to purchase a vehicle. They said that we could, so we will be purchasing a mini van that will be used for ADRC staff to go out and do assessments.

11. STATE/COUNTY CONTRACTS

Joan presented the Board with updated information on the State/County Contracts (attached) which will go to the full Board tonight for approval.

Ms. Rogers made a motion to approve the State/County Contracts. Mr. Jones seconded.

Motion passed unanimously.

12. 2011 RATES

This item was tabled

13. REVIEW AND APPROVE INCREASE IN PETTY CASH FUND

Ms. Daniel reported that the petty cash fund is not meeting our needs to make change for clients who come in to pay for fees. Ms. Daniel asked to increase the fund to \$1,000 and explained that the fund would be maintained at the \$1,000 level at all times.

Ms. Rogers made a motion to approve the increase to \$1,000. Mr. Jones seconded.

Motion passed unanimously.

14. CHAIRMAN'S REPORT

Mr. Mode reported on his meetings at the Marsh County Health Alliance Board meeting and the Wisconsin Counties Human Services Association. The following were some of the topics:

- Two more counties are interested in joining the Marsh County Health Alliance. Rates for the specialty units were set last August and will change in August of 2011 after the Alliance has a better indication of what the operating expenses will be.
- The WCHSA meeting reported that the W2 contracts have been extended for another year as they did not want to redo contracts with a new incoming Administration. They were also satisfied with the current W2 providers.
- A total of twenty-seven requests were submitted into the State for the Mental Health Infrastructure study which included Jefferson and Dodge Counties.
- Family Care will probably continue under the new Administration; however, some of the development may slow down due to the lack of funds. Secretary Timberlake said that we need a backup program to cover Counties in case the Managed Care Organization would fold.
- A few members of WCHSA met with Ryan Murray from Governor-elect Walker's transition team to discuss some issues. They are willing to entertain ideas about current mandates

and how to make programs simpler or easier to manage. Mr. Mode would like ideas from the Human Service's managers submitted to Ms. Cauley and they will present them to the January 6 WCHSA meeting, which will then be presented to the Walker Administration.

15. UPDATE ON WCHSA CONFERENCE

Mr. Jones reported that the conference was very good and talked about the speakers.

16. REVIEW FIRST 6-MONTHS OF THE 2011 BOARD MEETING SCHEDULE

The 2011 schedule will be held the second Tuesday of every month at 9:30 a.m. except for June. The following is the schedule:

January 11, February 8, March 8, April 12, May 10.

The meeting in June will be on Monday, June 13 beginning at 4:00 p.m. followed by the Public Hearing at 5:00 p.m.

17. ADJOURN

Mr. Jones made a motion to adjourn the meeting. Ms. Rogers seconded.
Motion passed unanimously.

Meeting adjourned at 11:15 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, January 11, 2011

9:30 a.m.

Workforce Development Center - Room 103

874 Collins Road

Jefferson, WI 53549