

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
October 11, 2011

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

Board Members Absent: John McKenzie

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; County Administrator Gary Petre; County Supervisor Carlton Zentner; County Supervisor Jan Roo; and UW Extension Family Living Agent Kathy Eisenmann.

1. CALL TO ORDER

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

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Mr. McKenzie absent/Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Compliance attained

4. REVIEW OF THE OCTOBER 11, 2011 AGENDA

Mr. Mode item #10 to precede item #9

5. CITIZEN COMMENT

No Comments

6. APPROVAL OF THE SEPTEMBER 13, 2011 BOARD MINUTES

Ms. Rogers made a motion to approve the September 13, 2011 board minutes.

Mr. Tietz seconded.

Motion passed unanimously.

7. REVIEW OF AUGUST 31, 2011 FINANCIAL STATEMENT

Ms. Daniel reviewed the financial statement (attached) and reported that we are projecting a year-end surplus of \$389,237. Ms. Daniel also presented the financial statement and summary sheet (attached) that details projections for revenue, expenses, tax levy and variance by program within each Division and discussed the areas that are having the most impact on the budget.

8. REVIEW AND APPROVE SEPTEMBER FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of vouchers totaling \$1,819,622.50 (attached).

Mr. Schultz made a motion to approve the September vouchers totaling 1,819,622.50 as presented.

Ms. Rogers seconded.

Motion passed unanimously.

9. REPORT ON THE BEHAVIORAL HEALTH DIVISION STUDY FROM KATHY EISENMANN

Kathy Eisenmann, Associate Professor at UW-Extension reported that she was asked to do a study on the Human Services Behavioral Health Division. Since this is part of the duties of her position, there was no cost involved.

Ms. Eisenmann presented the board with the results of her study (attached) and reviewed it with them. The following was the purpose of the study: “The Jefferson County Human Services Behavioral Health Division engaged in a stakeholder analysis in order to gain more information about who are its key stakeholders; what criteria do those key stakeholders use to judge the division’s performance; how is the division performing against those criteria; what kind of influence each type of stakeholder might have over the District’s performance; and what those key stakeholders hoped for the future direction of the Division. The entire purpose was to bring the division into closer alignment with those key people and organizations.”

The following are the major findings of the study: “The Behavioral Health Division is very congruent and closely aligned with its internal stakeholders. The division’s assessment of these key stakeholders is extremely accurate and well informed. This congruence and alignment will contribute very positively to the Division and Jefferson County Human Services addressing the areas of strategic importance identified through this process.”

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

Family Resources:

Ms. Cauley reported on the following items:

- We hired Brent Ruehlow for the Family Resources Division Manager position. Brent used to be a supervisor here of the Chips team. He will begin on November 7.
- We are working on the 2012 IV-E legal contract to retain our special prosecutor, Henry Plum.
- In the past, initial assessments in the child protection area were not current, but they are current now and we received positive feedback from the State. We are going to have some on-site technical assistance training from the Department of Child and Families, too.

Behavioral Health:

Ms. Cauley reported on the following items:

- Emergency Mental Health calls continue to rise and we will have more than last year.
- Emergency Detentions have increased since this time last year.
- We are anticipating approximately 240 suicide calls for the year, as compared to 184 calls last year.
- Secretary Smith from the Department of Health Services is trying to find ways to balance the Medicaid budget, which amounts to \$554 million dollars in cuts. A positive impact to Human Services is in the Birth to Three area, which will increase services. Badger Care Plus Core may be dropped if they don’t get a Federal waiver for it and will disenroll over 53,000 people. They are also creating Health Homes for certain populations and will utilize pharmacists as medication consultants. There will be more audits, with auditors earning a percentage of what is recouped.

Administration:

Ms. Daniel reported on the following items:

- We are reconciling the 2010 Comprehensive Community Service rates with the state, as the state was behind.
- MIS is looking at how our billing systems can be updated because it does not track insurance information or prior authorizations. We have been looking at other counties and listening to webinars. Purchasing an existing billing system would be cost prohibitive. MIS feels that they can create one in about a year. Mr. Petre added that MIS could bring in additional help if our Department had the funds to pay for it.

Economic Support:

Ms. Johnson reported on the following items:

- We had 5924 households on assistance in September, which is up 45 households from August.
- The “Box City” fundraiser raised about \$7,000 for Family Promise and more fundraisers are coming up.
- We have offered two candidates our open positions and we will have overtime with other staff until they get trained.
- W-2 Coordinator came from the state and audited our files and everything went well.
- The Child Care reviewer will be coming on October 12.
- A few staff will be touring the Rock County Call Change Center on October 26.

Aging & Disability Resource Center:

Ms. Torum reported on the following items:

- She presented the board members with an ADRC Advisory Committee Report which Sharon Olson, ADRC Supervisor, developed. She explained each section and added that the ADRC had 493 contacts in September, which is a record high.
- The Waterloo Senior Dining site has undergone several changes. The congregate program which had been offered through the Fire Department has closed. The reason was lack of attendance; the site had just one person regularly attending until the taxi service ended. Home deliveries will continue through an employee at the Public Library who will be paid two hours/day to coordinate the program. The frail and elderly will continue to get meals and the cost is reduced by a third.
- There is a Crisis Intervention Training for law enforcement next week, and she will speak on Adult Protective Services for the elderly and vulnerable adults age 18-59. She said this is a great opportunity for communicating what the department does.

11. UPDATE ON ALLOWABLE PROFIT MARGIN FOR CHILDREN CONTRACTED SERVICES

Ms. Cauley reported that she asked the Wisconsin County Human Service Association to put this item on their November agenda. We will then report back to the board. They would like Wisconsin County Human Service Association to adopt an allowable profit margin.

12. RESOLUTION TO UNFUND AND ELIMINATE THE LEAD INTAKE WORKER AND CREATE AND FUND INTAKE WORKER POSITION

Ms. Cauley explained that the supervisor must do many of these decisions, so we decided to change it back to an intake position, which will save \$1500 per year.

Mr. Jones made a motion to approve unfund and eliminate the lead intake worker and create and fund an intake worker position.

Ms. Rogers seconded.

Motion passed unanimously.

13. RESOLUTION TO UNFUND AND ELIMINATE THE FAMILY DEVELOPMENT WORKER AND FUND A NEW CPSOP I POSITION.

Ms. Cauley reported that this position is vacant and we would like to eliminate it and fund an ongoing Chips positions due to the increase of cases. The position would cost more, however it should save money in the Child Alternate Care area.

Ms. Rogers made a motion to recommend adoption of this resolution to unfund and eliminate the family development worker position and fund a new CPSOP I position and to refer it to the county board.

Mr. Tietz seconded.

Motion passed unanimously.

14. REVIEW AND APPROVE TO ELIMINATE AND UNFUND THE PART TIME MEDICAL RECORDS AND PART TIME FILE CLERK POSITIONS AND CREATE AND FUND A FULL TIME MEDICAL RECORDS/FILE CLERK POSITION

Ms. Cauley reported that we have an opening in the part time medical records position for the second time in two years. The part time file clerk position has also experienced turn over. To ensure more stability and have a well-trained long-term employee, we would like to unfund the two part time positions and create and fund one full time position. This would not increase the tax levy because we got additional money from the Division of Children & Families.

Ms. Rogers made a motion to eliminate and unfund the part time medical records and file clerk positions and create and fund a full time medical records/file clerk position.

Mr. Jones seconded.

Motion passed unanimously.

15. UNFUND A NUTRITION SITE MANAGER POSITION

Ms. Cauley said that since the Waterloo nutrition site manager duties are going to be contracted out, as Ms. Torum said in her report, we are requesting to unfund this position.

Mr. Jones made a motion to unfund a nutrition site manager position.

Mr. Mode seconded.

Motion passed unanimously.

16. REVIEW AND APPROVE 2012 AGING PLAN

Ms. Torum presented the 2012 Aging Unit Plan Amendment to the board. She said that there was one deletion concerning Special Needs Registries. The ADRC had planned to implement a registry system but after struggling with how to implement and maintain it, a decision was made to not proceed. Ms. Torum ran this by the Dodge/Jefferson Special Needs Emergency

Planning Committee and they were in full agreement. The ADRC Advisory Committee was in agreement as well.

She then handed out the budget and briefly reviewed it. She explained that this format is required by the Greater WI Agency on Aging Resources and the Department of Health Services, but all of the data is also in the department's budget, which the board already approved.

Mr. Tietz made a motion to approve the 2012 Aging Plan.

Mr. Schultz seconded.

Motion passed unanimously.

17. DISCUSS WIRELESS CONNECTIONS AND LAPTOP NEEDS

Ms. Cauley discussed our need for electronic records. The Infrastructure Committee also wanted to know what the cost would be to have Wi-Fi connections in our buildings, which would be about \$52,000. She said that staff go out into the community and need laptops. Our child welfare staff also need access to the statewide child welfare program when they are out of the office. Our 2012 budget already includes 39 computers.

Mr. Petre said that we will need to report back to the Infrastructure Committee on the \$52,000 to install wireless at the Human Services buildings. We should make sure that there is enough usage to justify the expense. Ms. Cauley agreed and said that our priority is getting laptops for case managers to take with them out into the community.

18. UPDATE FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Mr. Mode discussed the report from Wisconsin Counties Association on Human Services Redesign (attached). This approach will involve input and representation from all stakeholders to set standards, instead of getting unilateral directives from State policy makers. Ms. Cauley added that this is based on performance measures and focusing on outcomes.

19. MOTION TO RECOGNIZE MARTY POWERS' YEARS OF SERVICE

Ms. Cauley said that Mr. Powers began on the board in January 12, 1999 and would like to recognize his 12 years of service.

Ms. Rogers made a motion to recognize Mr. Powers' 12 years of service to Human Services and to present him with a plaque.

Mr. Jones seconded.

Motion passed unanimously.

20. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

The next meeting will be on Tuesday, November 8, 2011.

Agenda items will include:

- Update on Allowable Profit Margin for Children Contracted Services

21. ADJOURN

Mr. Tietz made a motion to adjourn the meeting. Mr. Schultz seconded.
Motion passed unanimously.
Meeting adjourned at 11:00 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, November 8, 2011 at 9:30 a.m.
Workforce Development Center
874 Collins Road, Room 103
Jefferson, WI 53549