

# JEFFERSON COUNTY HUMAN SERVICES

## Board Minutes

April 10, 2012

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

**Others Present:** Human Services Director Kathi Cauley; Economic Support Manager Jill Johnson; Aging & Disability Resource Center Manager Sue Torum; Administrative Services Manager Joan Daniel; Child & Family Resources Division Manager Brent Ruehlow; Office Manager Donna Hollinger; County Board Chairman John Molinaro

**1. CALL TO ORDER**

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

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

All present/Quorum established

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

Compliance attained

**4. REVIEW OF THE APRIL 10, 2012 AGENDA**

No Changes

**5. CITIZEN COMMENT**

No Comments

**6. APPROVAL OF THE MARCH 13, 2012 BOARD MINUTES**

Ms. Rogers made a motion to approve the March 13, 2012 board minutes.

Mr. Tietz seconded.

*Motion passed unanimously.*

**7. COMMUNICATIONS**

No communications

**8. REVIEW OF JANUARY 31, 2012 FINANCIAL STATEMENT**

Ms. Daniel reviewed the January 31, 2012 financial statements (attached) and reported that we have a projected deficit of \$67,980 due to inpatient costs. She prepared a new report that itemizes these costs. Ms. Daniel also presented the financial statement and summary sheet 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.

**9. REVIEW AND APPROVE FEBRUARY, 2012 FINANCIAL VOUCHERS**

Ms. Daniel reviewed the summary sheet of vouchers totaling \$407,796.06 (Attached).

Mr. Jones made a motion to approve the February vouchers totaling \$407,796.06 as presented.

Mr. Schultz seconded.

*Motion passed unanimously.*

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

**Child & Family Resources:**

Mr. Ruehlow reported for on the following items:

**Children in need of Protective Services:**

- We had four additional children in care within our child protective services area.
- Several children have transitioned into lesser restrictive placements; however, we received eight more children who had to be placed in care.

**Intake Assessment:**

- Last month we had 60 screened out calls, which require investigations, and this month it went down to 38, which is more manageable.
- Our intake assessment referrals doubled last month from 13 to 22.

**Birth to Three:**

- We are back to about 14 assessments per month.
- The state came to do an on-site audit to review compliance regarding documentation, timely planning efforts, response time for referrals and closing out children when they reach their 3<sup>rd</sup> birthday. Additionally, they looked at the qualitative analysis of our files. They were impressed with our efforts regarding the Incredible Years parenting program, as well as going out into the community with the Share & Care Fairs. We did very well with the audit.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- Hospitalizations are up. Last year through March we had 26 emergency detentions and currently we are at 42. We are seeing an increase in overdoses and substance abuse.
- Suicide calls are up from last year as are suicide attempts from serious overdoses.
- We had another meeting with the Fort and Watertown hospitals regarding public intoxication and they will look at their emergency room data. We will meet again in June. The group would like to find more ways to encourage people to go into treatment. A review of the individuals who had multiple detoxes last year shows that most are in a more positive place. Municipal ordinances, as discussed in previous meetings, are also being considered among the stakeholders.

**Administration:**

Ms. Daniel reported on the following items:

- We asked the state to reduce Jefferson County Maintenance of Effort requirement by \$50,000 for the Birth to Three program but the state has never approved the reduction. The state said they will review this.

- We are working on the state reports.
- The auditors are coming at the end of April.
- We hired a new accountant who will begin Monday.

**Economic Support:**

Ms. Johnson reported on the following items:

- The March caseload is 6539, which was an increase of 259 households. We received the last group of cases from the state on March 31, and they are not in this total.
- We have an employee out on leave, so we will be interviewing for an LTE soon.
- The Call Center took 6317 calls in March and the response rate was 98.34%. We are second in the state for response rate.
- The W-2 Plan proposal is completely different from prior years. The contract requires that we be in the southwest geographical area. We would be paid based on performance standards. The bidders conference will be next week where we will get more information. This is brand new and could make a large difference to the budget.
- We will be meeting with Second Harvest to do more outreach.
- The state came to do W-2 monitoring and visited the Bethesda work site.
- We met with the Literacy Council and they also want to do outreach and will set up information in the lobby.

**Aging & Disability Resource Center:**

Ms. Torum reported on the following items:

- Effective 4/3/2012 Jefferson County is at “entitlement” for publicly funded long term care. This is historic as it is the first time in the history of the Medicaid Waiver Programs that there isn’t a waiting list. Everyone on the current list has been sent a letter notifying them that the ADRC will be contacting them shortly to process the eligibility and enrollment paperwork. Of the individuals contacted so far, approximately 50% are declining. We expect to clear the list in 3 months or less.
- The Johnson Creek Nutrition Site Manager resigned and due to very low numbers on Thursdays, the site will remain open one day per week. The Nutrition Coordinator intends to manage the site as part of her regular work schedule while it is feasible for her to do so. This will require formal board approval, but at this time, we are very early into the change process.
- Meal surveys have been sent out and after they come in, will bring them to the board for review. The contract with the caterer is for two years with an option to go into a third. We will rely on the ADRC Advisory Committee and Human Services Board for guidance.
- Ms. Torum provided a case example involving an elderly person with dementia to illustrate how individuals enter the emergency mental health and adult protective services systems. The prevalence of dementia continues to increase and there are insufficient resources to meet the needs of those afflicted. At the last Caregiver Coalition meeting, a member said that the Lake Mills Police Department has an identification system so that if they encounter a person with dementia, they know who to contact. Ms. Torum will contact

other jurisdictions to see if they do anything similar and will offer coalition support in developing one if there is interest.

- Transportation has emerged as an issue regarding the new contact for detoxification services. Board members were asked to help recruit someone who has time and interest in providing transportation to this target group.
- The Volunteer Banquet is on May 2, and we hope that you will come.

**11. CHILD ABUSE PREVENTION EFFORTS GOING ON THIS MONTH AND CURRENT ISSUES IN JEFFERSON COUNTY**

Mr. Ruehlow discussed the many efforts that the team is doing this month for the Prevention of Child Abuse including: Selling Blue Ribbon cookies, putting up signs around the county, selling T-shirts, submitting newspaper articles, talking on the radio, attending the Children's Share & Care Fair, and ending with a fundraiser luncheon. These activities help the community become proactive towards identifying child abuse and neglect issues. He then discussed the different forms of abuse including physical, neglect, sexual and emotional. Unfortunately, the trend in child abuse is increasing due to an increase in alcohol and drug use along with an increase in the poverty level.

**12. REVIEW AND APPROVE LEADERSHIP ACADEMY FOR MIDDLE MANAGERS**

Mr. Cauley was very pleased to report that Mr. Ruehlow was selected to attend the Leadership Academy for Middle Managers who work in the child welfare area. He will be representing the Midwest region at the national conference. This training will be held in Denver, Colorado in May and there is no cost to the county. We need a motion from the board for him to travel out of the state.

Mr. McKenzie made a motion congratulating Mr. Ruehlow on this honor and approved sending him to the LAMM conference in Colorado.

Mr. Schultz seconded.

*Motion passed unanimously.*

**13. UPDATE FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION**

Ms. Cauley & Mr. Mode reported on the following items:

- There was discussion about the Redesign of Human Services and they received much input around the state. Some focus areas included:
  - a. Discussing general WCHSA organizational functions and if should they be changed and what would that include.
  - b. Going back to the old Visions proposals working with the state on mandates and funding.
  - c. Work on a Shared Governance authority, which would be a state-wide Human Services system whereby counties would have more authority at the state level.
  - d. A flexible collaboration option, which may require some statute changes.

These options will be discussed in depth and the two leading proposals will be presented at the May WCHSA conference. The counties will then vote on which proposal they prefer.

- A reminder that the WCHSA conference is May 22 – 24 at the Osthoff Resort and there will be many excellent breakout sessions.
- Ms. Cauley reported that she has been appointed to the Virtual Pace Stakeholder Advisory Committee as the Wisconsin County Human Services Association representative. The DHS received a grant from CMS to transform Medicare and Medicaid for those dual eligible.

**14. REVIEW & APPROVE MAY 2012 – APRIL 2013 BOARD MEETING SCHEDULE**

Mr. Tietz made a motion to approve the following dates for the upcoming board meetings: May 8, June 12, July 10, August 14, September 11, October 9, November 13, December 11, January 8, 2013, February 12, 2013, March 12, 2013, and April 9, 2013.

Ms. Rogers seconded.

*Motion passed unanimously.*

**15. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS**

The next meeting will be on Tuesday, May 8, 2012.

**16. 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, May 8, 2012 at 9:30 a.m.  
Workforce Development Center  
874 Collins Road, Room 103  
Jefferson, WI 53549