

JEFFERSON COUNTY HUMAN SERVICES

Board Minutes

October 9, 2012

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

Absent: Julie Merritt

Others Present: Human Services Director Kathi Cauley; Aging & Disability Resource Center Manager Sue Torum; Administrative Services Manager Joan Daniel; Economic Support Manager Jill Johnson; Child & Family Division Manager Brent Ruehlow; Office Manager Donna Hollinger; County Board Chairman John Molinaro; County Corporate Counsel Phil Ristow; and Director of the Jefferson Senior Center Sheila Frohmader.

1. CALL TO ORDER

Mr. Mode called the meeting to order at 8:30 a.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

Merritt absent/Quorum established

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Compliance attained

4. REVIEW OF THE OCTOBER 9, 2012 AGENDA

Agenda items #10 & 11 will move to follow item #15

5. CITIZEN COMMENT

Ms. Torum introduced Ms. Frohmader, Director of the Jefferson Senior Center. Ms. Frohmader read a letter stating that the participants are delighted with the return of Feil's catering and the participation numbers rose substantially in September because of this. Ms. Torum also distributed participant letters in support of Feil's catering.

6. APPROVAL OF THE SEPTEMBER 11, 2012 BOARD MINUTES

Ms. Rogers made a motion to approve the September 11, 2012 board minutes.

Mr. Jones seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No Communications

8. REVIEW OF AUGUST, 2012 FINANCIAL STATEMENT

Ms. Daniel reviewed the August 2012 financial statement (attached) and reported that we are projecting a positive fund balance of \$30,661, which includes the carryover we requested from 2011. 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. Ms. Daniel also presented a report showing Alternate Care and Commitments costs (attached)

9. REVIEW AND APPROVE SEPTEMBER, 2012 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of vouchers totaling \$1,534,865.10 (attached).

Mr. Schultz made a motion to approve the September vouchers totaling \$1,534,865.10 as presented.

Ms. Rogers seconded.

Motion passed unanimously.

12. REVIEW AND APPROVE COUNTY BOARD RESOLUTION TO DESIGNATE CORPORATION COUNSEL PER STATUTE §48.09 TO REPRESENT THE PUBLIC IN CHIPS AND TPR CASES.

Ms. Cauley reported that, as was discussed at the September board meeting, we would like to designate our Corporation Counsel to represent us in doing the legal work for Chips and TPR work. In doing so, we can enter into a IV-E legal contract that will drawn down more money. The attorney would be located at Human Services and would be dedicated to work solely with our staff. Ultimately, this should save money in our children's alternate care cases.

Mr. Ristow added that that statute §48.09 says that County Boards designate who will be assigned this responsibility, and, that this it is only done in odd years. Since the State funds the District Attorneys' offices, they would like this change done prior to the budget cycle. He said that we would give notice to Wisconsin Department of Administration that this will be shifted from the District Attorney's office to the County level, and would be effective September 1, 2013.

Mr. McKenzie made a motion to approve a resolution designating Corporation Counsel to represent the public in Chips and TPR cases and to send it to the County Board in November for approval.

Mr. Jones seconded.

Motion passed unanimously.

13. APPOINT EMILY PANTLEY TO THE NUTRITION PROJECT COUNCIL

Ms. Torum reported that Emily Pantley would like to become a member of the Nutrition Project Council to replace an individual who passed away.

Ms. Rogers made a motion to approve the appointment of Emily Pantley to the Nutrition Project Council, and to send it to the County board for approval.

Mr. Tietz seconded.

Motion passed unanimously.

14. REVIEW AND APPROVE SENIOR DINING MEAL BIDS AND SELECT CATERER

Ms. Torum reported that she sent out bid requests for the senior dining meal program, and then distributed the summary of the results (attached). There were only two bids and Feil's Catering came in at the lowest cost. Ms. Torum reminded everyone that the participants want Feil's back and the September meal numbers as indicated earlier, prove that.

Mr. Jones made a motion to approve Feil's Catering for the senior dining meals.

Mr. Tietz seconded.

Motion passed unanimously.

15. REVIEW AND APPROVE FINAL 2013 – 2015 AGING PLAN

Ms. Torum presented the final version of the 2013 – 2015 Aging Unit Plan after changes were made to reflect the suggested changes by the Greater WI Agency on Aging Resources.

Mr. McKenzie made a motion to approve the 2013 – 2015 Aging Plan.

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 on the following items:

- We hired a bilingual Service Coordinator in our Birth to Three unit.
- We have two openings on our Chips team as two staff transferred to the Delinquency team. One offer was made today and are working on the second one.
- Several months ago we submitted a “Readiness Survey” to the DCF and scored very high, so we will be part of the “Alternative Response” pilot beginning December 1. Alternative Response means that after receiving the first call, the goal is to include all parties in order to mitigate safety as a family unit. This model will require some training for staff and outside stakeholders. Other States have been doing this successfully for quite some time now. If it doesn’t work with some cases, we have the option to use the traditional response.
- We received the Safety grant and the State has reported that they are very pleased with our results. With the help of our contracted provider Orion Family Services, who send their staff into homes to help identify potential threats, we have avoided some placements.
- Our out-of-home placements have increased slightly. We were able to close 12 in-home cases so the numbers are declining. We are hopeful that the October numbers will look better.
- The number of Intake calls has decreased.
- We are over budget in the children’s waiver area, but four children were recently closed.
- Occasionally we offer respite for providers who care for children by placing the child in another home for the weekend. This break helps preserve the placement. We can also provide a respite for an in-home placement for parents. I will be reporting on this topic more in the future. I also want to report on the important work that our Foster Care Coordinator, Diane Wendorf, does in this area. Recently she found respite for 17 children in foster homes, which totaled 167 days. We feel that this is a proactive course which helps avoid long removals or an increase in abuse or neglect.

Behavioral Health:

Ms. Cauley reported on the following items:

- Last week she, Mr. Tietz, Mr. Mode, and Mr. Molinaro attended the substance abuse coalition meeting at the UW Watertown Regional Hospital. She said that Dr. Rick Brown spoke about behavioral screening and intervention to identify alcohol or other substance abuse, depression, and unhealthy lifestyles. (brochure attached) The coalition is hoping

that hospital emergency rooms will implement this. A trained screener would use a motivational style to interview the patient to find out if the individual would need treatment or psycho education. If needed, Health Educators would be available to do this. This program is available as an insurance benefit, which pays for itself. Ms. Cauley asked everyone to advocate for this with our health care professionals, as it will benefit everyone. Mr. Brown provided the training. Fort Atkinson Memorial Hospital staff said they are going to pilot this.

- Hospital costs have decreased and emergency detentions came down so we are on par with last year. We had 93 EDs and 161 suicide calls through September.
- Several Care Wisconsin clients had emergency detentions, and we are working collaboratively with Care Wisconsin to resolve this. In addition, we are working with WCHSA to resolve this.
- The RFP is out for the CMOs to operate in Jefferson County. There are three additional bidders besides Care Wisconsin.
- Ms. Cauley read a letter from a consumer who spoke about her success while in the Community Support Program.

ADRC:

Ms. Torum reported on the following items:

- The Watertown Hospital is planning to discontinue its Meals-on-Wheels Program serving Dodge and Jefferson Counties. Approximately 90 meals are served each day and the hospital stated its intent to provide financial support if the counties will take over the program. Ms. Torum said it's complicated because there is no guarantee that both counties will always have the same caterer, and Dodge County is very reluctant to enter into any agreement where funding is tenuous. The hospital is able to charge for meals and the county's program cannot. Every individual has to be assessed and all meals reported into a state database system. Aside from costs, this will increase demands on staff time and Nutrition Program staff are already stretched thin. Ms. Torum asked for feedback and the general consensus was that this does need to be looked at very carefully, and if Jefferson County was to enter into an agreement with the hospital for funding, it would need to be a long term arrangement.

Administration:

Ms. Daniel reported on the following items:

- The 2012 CCS rates were approved by the State, however they were approved by provider, which meant that we needed to change our billing system.
- We are working diligently in compliance and are implementing cross checks to make sure that clients have a signed Consent for Services. We are also ensuring that we are in compliance with treatment plans, assessments and dates.
- We are preparing our 2013 Provider Contracts and are going to change the language when individuals enroll into Family Care. We will also be including outcome performances.
- We will be sending out RFPs for Rehabilitation Services in our Birth to Three program.
- The State has requested a change in how we report information to them for the Human Services Reporting System. We will need to provide more detailed client information now, so MIS is helping to program that.

- We are working on the TPR budget and a Permanence and Safety Plan budget.

Economic Support:

Ms. Johnson reported on the following items:

- We have 7158 households on assistance, which was an increase from last month of 95 households.
- The Regional Area Administrator of the DCF and the Child Care Coordinator were here to review our Child Care Certification Program, and everything went well.
- The Call Center is very busy and but staffing is an issue so the consortium is trying to solve this problem.
- We have the following three new systems in place:
 - ❖ Dashboard will help staff manage their caseloads better.
 - ❖ Integramatch is a Federal system to verify an individual's assets, which is part of the Affordable Care Act. When an individual applies for benefits, their assets will be entered into the system and when their review comes due, it will be matched with the bank account to verify it automatically. It will be more work on the front end, but better in the end.
 - ❖ Client Scheduling is a system developed to schedule a customer's appointment easier for any county in the consortium.
- W2 applications are increasing, but Forward services will be taking over as of January 1, 2013.
- The DVR offices moved into closed offices, which increased revenue.
- We are partnering with Community Action Coalition for Koats for Kids, with distribution being held at the WDC.

11. DISCUSS AND APPROVE THE INCREASE FOR AUDIT LIMITS IN 2013 FROM \$25,000 TO \$50,000

Ms. Daniel said that currently providers, such as adult family homes, are required to submit an audit for any income over \$25,000. Ms. Daniel explained that for some providers, this could be an income for only one client, thereby making it very costly to them. She said that thirty-eight counties have asked the State for a Mandated Relief Waiver of the audit threshold to \$75,000 (attached). We require annual audits, but the State approves the waiver for four years. She asked the board to make a motion to increase the threshold to \$75,000 and to forward it to the County Board.

Mr. McKenzie made a motion to approve the increase for audit limits in 2013 from \$25,000 to \$75,000 and to send a resolution to the County Board for approval.

Mr. Jones seconded.

Motion passed unanimously.

16. UPDATE ON WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Mr. Mode reported that the Fall WCHSA conference is going to be held in Wisconsin Rapids on December 7. The topic is going to be "Why Counties Matter."

17. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

The next meeting will be on Tuesday, November 13.

18. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Ms. Rogers seconded.

Motion passed unanimously.

Meeting adjourned at 10:30 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, November 13, 2012 at 8:30 a.m.

Workforce Development Center

874 Collins Road, Room 103

Jefferson, WI 53549