

# JEFFERSON COUNTY HUMAN SERVICES

## Board Minutes

May 11, 2010

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

**Absent:** Jim Schultz

**Others Present:** Kathi Cauley, Joan Daniel, Donna Hollinger, Sue Torum, Terri Smyth-Magnus, Terry Gard and Gary Petre

**1. CALL TO ORDER**

Mr. Mode called the meeting to order at 1:30 p.m.

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

Mr. Schultz absent/Quorum established

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

Compliance attained

**4. ELECTION OF OFFICERS: CHAIR, VICE CHAIR, SECRETARY**

a. Ms. Rogers nominated Mr. Mode for Board Chair. Mr. McKenzie seconded. Mr. Tietz made a motion to close nominations.

*Motion passed unanimously.*

b. Mr. Jones nominated Ms. Rogers for Board Vice Chair. Mr. McKenzie seconded. Mr. Tietz made a motion to close nominations.

*Motion passed unanimously.*

c. Ms. Rogers nominated Mr. Jones for Board Secretary. Mr. McKenzie seconded. Mr. Tietz made a motion to close nominations.

*Motion passed unanimously.*

**5. REVIEW OF THE MAY 11, 2010 AGENDA**

No Changes

**6. CITIZEN COMMENT**

No Comments

**7. APPROVAL OF THE APRIL 13, 2010 BOARD MINUTES**

Ms. Rogers made a motion to approve the April 13, 2010 board minutes.

Mr. Jones seconded.

*Motion passed unanimously.*

**8. REVIEW OF FINANCIAL STATEMENT**

Ms. Daniel reported that the March 31, 2010 statement (attached) now includes a column for "Prior Year-to-Date Projection" as suggested at the last board meeting. The statement shows a positive balance of \$69,922. She then explained what each column means and discussed areas of concern including the Child Caring Institutions.

**9. REVIEW AND APPROVAL OF AUDIT WAIVER OF 2009 & 2010 CONTRACTS LESS THAN \$100,000**

Ms. Daniel reported that the State requires an audit for any contract over \$25,000. Usually within the providers rate the counties ask the providers to budget for this audit. Since the providers may not have budgeted for this cost we are asking the State for a waiver of audits for contracts under \$100,000. Since the State understands that this is cost prohibitive, we are allowed to ask for a waiver not to have to do this. The State would then provide waiver documentation that we keep on file so auditors do not write us up and penalize us. It would then be the discretion of the county to ask to have an audit done on any contract under \$100,000. Ms. Daniel will continue to ask the board to approve the request of an audit waiver from the State every year after these 2010 contracts.

Ms. Rogers made a motion to approve the audit waiver of 2009 & 2010 contracts less than \$100,000 as presented. Mr. Jones seconded.

*Motion passed unanimously.*

**10. DISCUSS AND APPROVE FINANCIAL VOUCHERS**

Ms. Daniel reviewed the voucher batches and included a form identifying the category of each batch. (attached)

Mr. Powers made a motion to approve the vouchers totaling \$441,404.46 as presented.

Ms. Rogers seconded.

*Motion passed unanimously.*

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

**Family Resources:**

Ms. Smyth-Magnus reported on the following items:

- We are moving forward to put all records into an electronic system so there is no more duplication of work.
- Supervisor, Bev Marten, is retiring in July, and the position will not be filled at this time. Ms. Smyth-Magnus will be taking on those duties.
- Child Care institutions are higher than we would like and are working diligently in getting community placement for some of these children.
- Two youth are going into corrections due to gang related activities.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- A summary report called "Focus on Health Reform" which was passed on March 21 is the largest expansion of Medicaid ever. Part of the bill looked at community based treatment for individuals who have severe and persistent mental illness, which will affect our 1915i program. This bill also requires statewide participation instead of allowing counties to choose to participate or not. Ms. Cauley has a meeting about this and will update the board.
- The State is doing another study on the Mental Health Substance Abuse in the public system. There are two parts. Part one of the study discusses eligibility and core benefits, and part two discusses options on how to reform the system. Ms. Cauley said that one

system is comparable to the current Family Care System in that it would be privatized to Care Management Organizations, and a second option would be to integrate mental health and substance abuse treatment with physical health, with the primary care physician authorizing everything. A multi-county consortium would be another option. The goal is to complete this by July. We have been very involved at the meetings and in the decision-making process.

- Kathy Eisenmann, from UW-extension, will be doing some applied research for our Behavioral Health Division. She will be holding focus groups on how our mental health and substance abuse services are working throughout the community. The feedback will be very helpful. She will compile and report this information, which will be shared with the board.
- We didn't have any emergency detentions into Mendota or Winnebago in January and only 36 for the year-to-date.

#### **Administration:**

Ms. Daniel reported on the following items:

- We are filing state reports. We did the 942 report, which reports all of the revenue & expenditures of the department to the State. The State then compares that with other counties to get an accurate cost for each individual service.
- We are working on the Wisconsin Medicaid Cost Reporting report that identifies what we billed Medicaid for services, what we actually received in payment, and what the actual cost of providing the services is.
- We are beginning the planning for the 2011 budget.
- We are researching the requirements to automate Medicaid billing. We are working with the MIS department to find out if it will even be feasible or cost effective.
- We are working on getting the 1915i program set up.

#### **Economic Support:**

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

- The number of households now on public assistance increased to 5,429 last month.

#### **Ageing & Disability Resource Center:**

Ms. Torum reported on the following items:

- In 2009, the Department received \$25,278 for elder abuse & neglect investigations, which doesn't nearly cover our expenses. We conducted over 69 investigations last year, and we incurred \$44,000 more in expenses than we were reimbursed for. Some counties under spent however, so we were fortunate to receive another \$25,000.
- Our adult protective services staff are very busy with court work, including guardianships. There are many occasions when these fees are paid by the department. Bethesda is closing some beds so we are working on relocating about 18 individuals. These individuals will now need financial guardians so we are working on that.
- We had the volunteer recognition banquet on May 6 with approximately 120 people attending.
- We are working on the statistical report for the nutritional program and have begun a report for the transportation program as well. These reports will be presented to the board at a future meeting.

**12. ESTIMATE FROM G & G REMODELING FOR THE LUEDER HAUS DECK**

Ms. Cauley reported that the Lueder Haus is a crisis stabilization house that is staffed 24/7. It is a home for individuals who are typically in psychiatric distress, where they can stay in lieu of hospitalization. This facility has saved us a substantial amount of money, and for the last few years, we have been able to bill Medicaid.

Recently an individual was cleared and released from Mendota and was admitted to the Lueder Haus. Unfortunately, the individual jumped off the deck and was seriously injured. For that reason, we need to remodel the deck so it will be enclosed for safety reasons.

Terry Gard, Maintenance Supervisor, told the Board that he put bids out to contractors and received one back from G & G Remodeling and is waiting for two more quotes. He then discussed the options and requirements necessary for this project.

Mr. Petre suggested addressing the finance committee stating that even though we aren't budgeted for this, it appears that we will have sufficient funds to pay for it. We would then ask the finance committee for authority to expend money for this capital budget project.

After much discussion, the board tabled this item until next month.

**13. REVIEW 2009 ANNUAL REPORT**

Ms. Cauley presented the board with the 2009 annual report and talked about areas of special interest. Ms. Torum, Ms. Smyth-Magnus, and Ms. Daniel also talked about their divisions.

Mr. Mode liked the report; specifically that it includes goals for each team.

Mr. Jones made a motion to approve the 2009 annual report. Mr. Tietz seconded.

*Motion passed unanimously.*

**14. SPECIAL PROSECUTOR APPOINTMENT FOR TERMINATION OF PARENTAL RIGHTS**

Ms. Cauley referred to a document that details the facts about appointing a special prosecutor for the termination of parental rights (attached). The facts to consider include; the number of children currently awaiting permanent placement, costs involved, the legal process, reimbursement, and funding currently available. Additionally, a report discussing a "State And County Contract Covering Social Services And Community Programs" is also attached which discusses Title IV-E Reimbursement for Legal Services.

Ms. Cauley said that she has had several conversations with Attorney Henry Plum, who is the expert in this area. He has prosecuted many cases, has written law, and gives trainings in this area. We have spoken with two other counties who have hired a prosecutor and have found it to be very successful. Attorney Plum has agreed to contract with us for this service and would be available to start soon. We would have two contracts with him: one would be a contract as a consultant to come to Human Services to review and organize the case, and the other one would be for his time in court.

Ms. Cauley added that we will also need a Memorandum Of Understanding with the District Attorney, and will have to submit a budget to the State. We would like to proceed with this to send on to the Finance Committee for approval.

Mr. McKenzie made a motion to send this proposal to the Finance Committee for approval.  
Ms. Rogers seconded.  
*Motion passed unanimously.*

**15. POSITION CHANGE FROM VOCATIONAL REHABILITATION SPECIALIST TO COMMUNITY SUPPORT PROFESSIONAL II**

Ms. Cauley reported that the Community Support Program had a resignation of the Vocational Rehabilitation Specialist, which requires a Bachelor's Degree. This was an opportunity to look at what position would best meet the needs of the consumers as well as what could bring in the most revenue. She said that a Master's Degree could provide more services including psychotherapy and symptom management. Although the position would cost about \$1.50 - \$2.00 more an hour, we would receive about \$15,000 more per year in revenue.

Ms. Rogers made a motion to change the position of Vocational Rehabilitation Specialist to a Community Support Professional II and that this resolution be sent to the County Board for approval. Mr. Jones seconded.  
*Motion passed unanimously.*

**16. SET DATES FOR NEXT MEETINGS**

Mr. Mode reported that the next meeting will be on June 8 at 3:30 with the public hearing immediately following at 4:30.

After some discussion, the board decided to hold future meetings beginning with July 13, on the second Tuesday of every month starting at 9:30 a.m.

**16. ADJOURN**

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

Meeting adjourned at 3:00 p.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**  
Tuesday, June 8, 2010 at 3:30 p.m.  
Public Hearing to follow at 4:30 p.m.  
Workforce Development Center  
874 Collins Road, Room 103  
Jefferson, WI 53549