

# JEFFERSON COUNTY HUMAN SERVICES

## Board Minutes

July 12, 2011

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

**Board Members Absent:** Marty Powers

**Others Present:** Human Services Director Kathi Cauley; Aging & Disability Resource Center Manager Sue Torum; Administrative Services Manager Joan Daniel; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; County Administrator Gary Petre, County Board Chairman John Molinaro; and County Supervisor Jan Rouu.

**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 JULY 12, 2011 AGENDA**

No changes

**5. CITIZEN COMMENT**

No comments

**6. APPROVAL OF THE JUNE 13, 2011 BOARD MINUTES**

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

Mr. Jones seconded.

*Motion passed unanimously.*

**7. REVIEW OF MAY 31, 2011 FINANCIAL STATEMENT**

Ms. Daniel reviewed the financial statement and summary sheet (attached) and reported that we are projecting a year-end surplus of \$206,041. Ms. Daniel also presented the financial statement that details projections for revenue, expenses, tax levy and variance by program within each Division (attached) and summarized the areas that are having the most impact on the budget (attached).

**8. REVIEW AND APPROVE JUNE FINANCIAL VOUCHERS**

Ms. Daniel reviewed the summary sheet of voucher batches (attached) totaling of \$473,162.45.

Mr. Jones made a motion to approve the June vouchers totaling \$473,162.45 as presented.

Ms. Rogers seconded.

*Motion passed unanimously.*

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

**Family Resources:**

Ms. Cauley reported on the following items:

- Placement costs have decreased in part due to two Termination of Parental Rights cases, as well as the reunification of some children.
- We continue to receive child abuse cases but have not had many children going into alternate care or corrections.
- The adolescent drug court is getting good results.

**Behavioral Health:**

Ms. Cauley reported on the following items:

- I met with Kathy Eisenmann who shared a draft report of the study that she did with the focus groups for the Behavioral Health Division. We hope to share it with the board at the October meeting.
- Emergency Mental Health calls are increasing, with a year-end projection of 5130 calls.
- We had 51 emergency detentions for the first 6 months of the year, which is less than last year. We have also had 230 suicide calls.

**Administration:**

Ms. Daniel reported on the following items:

- We are working on the 2012 budget
- We are working on the Third Party payments, which is starting on August 1<sup>st</sup>, so MIS is working on the programming of it.
- The clearinghouse for claims has been going well.
- Ms. Torum has been working with Care Wisconsin to get prior authorizations so now we can get payment from them.
- We are working on reports for the State.

**Economic Support:**

Ms. Johnson reported on the following items:

- We are very busy with 5849 households on assistance.
- We are preparing for the Ready Kids for School, which donates school supplies to kids in the county. Distribution will take place on August 20 at the Fair Park. We are asking for a donation of \$1.00 per child or a maximum of \$5.00 per family.
- We have three open positions and will be interviewing next week.
- Ms. Cauley, Mr. Mode and Ms. Johnson went to the Wisconsin County Human Services Association meeting to discuss the changes for the Income Maintenance Program. We need to belong to a consortium of about 10 counties, which will include a Call Change Center. Staff from each county will be working at the change center a few days per week answering calls from citizens from any of the consortium counties. Staff will also do the applications, ongoing management and lobby services. Ms. Cauley added that we need to decide what model we will use. One is called a "Hub & Spoke" with each county being a lead agency in a particular area, such as fraud. All counties would have an equal voice. We need to have our plan to the Dept of Health Services by October 1 for approval and then it would go into effect by Jan 1, 2012. We will also need to enter into a contract with the consortium.

**Aging & Disability Resource Center:**

Ms. Torum on the following items:

- Transportation: Logisticare began providing transportation services to qualifying Medicaid recipients as planned on July 1, 2011. There are a few problems across the state that are being ironed out. We were contacted by two recipients who were told there was no one to provide a ride for them so they called and asked us to schedule it. Ms. Torum contacted the Transportation Specialist with the Greater WI Agency on Aging Resources (GWAAR) and was informed that Logisticare can enter into an “out-of-area” provider agreement with us and expect to pay our full costs. Ms. Torum will follow up.
- Care WI has entered into a contract with the county for non-emergency medical transportation and has agreed to reimburse us our full costs.
- Family Care: The capitation on Family Care went into effect on July 1. There are many unanswered policy and procedure questions concerning the changes. The state budget does provide DHS with emergency funding for counties when they are faced with adult protective service situations.

**10. DISCUSS AND PLAN FOR 2012 BUDGET**

**A. Review Funding Requests from Public Hearing**

**i. Family Promise**

Ms. Cauley talked about the organization and clarified that their request is not for money. Rather, they want to disseminate information about their presence and activities in Jefferson County.

Mr. Jones made a motion that Human Services supports the work of Family Promise in Jefferson County. Mr. McKenzie seconded.

*Motion passed unanimously.*

**ii. People Against Domestic and Sexual Abuse (PADA)**

Ms. Cauley stated that PADA is requesting \$45,000 and asked the board to approve this request and if possible, increase it to \$50,000. She emphasized that PADA handles many crisis calls that would otherwise come to us. Mr. Petre said that it may be too early to determine if the Department can increase the request to \$50,000, so he suggested that a motion be made during the August board meeting to approve PADA’s request as part of the entire budget process.

**B. Discuss Revenue and Expenditure Projections**

Ms. Daniel reviewed the Revenue and Expenditure Projections with the Board (attached). She said that new information is still coming in and we will not see State allocations until August.

Ms. Cauley suggested increasing our provider rates by 1% if possible. She would also like to add a small fee for recipients who receive “voucher” medications. This would align with the Uniform Fee System.

**11. DISCUSS CONTRACT WITH WORKFORCE DEVELOPMENT CENTER BOARD FOR RENT**

Ms. Daniel discussed the rental charges of office spaces located in the Workforce Development Center (attached). We have been charging Opportunities, Inc \$16.64 per sq. foot and we would like to increase it to \$16.92 per sq. foot, which is an annual increase of \$250. The rent for the AFL-CIO Office is the same as Opportunities but their contract ends July 31. They would like to contract with us through the end of the year and then discuss their options for 2012. Ms. Daniel

is working with Mr. Ristow on the contract for the State agencies including Workforce Development, Department of Vocational Rehabilitation and Job Service. Currently the contracts automatically renew and Ms. Daniel would like to make some changes to it including making it an annual contract.

Ms. Rogers made a motion to approve the increase for Opportunities, Inc. Mr. Jones seconded.  
*Motion passed unanimously.*

**12. DISCUSS AND APPROVE UNFUNDING A COMMUNITY OUTREACH WORKER AND CREATING AND FUNDING A BEHAVIORAL HEALTH SPECIALIST POSITION.**

Ms. Cauley reported that we have a vacant Community Outreach Worker position and due to the increase of crisis calls, we could better utilize a Behavioral Health Specialist position to meet our needs. This position can do the duties of a Community Outreach Worker as well as deliver mental health, intake, alcohol, and other drug abuse services.

Mr. McKenzie made a motion to approve unfunding a Community Outreach Worker and creating and funding a Behavioral Health Specialist position. Mr. Tietz seconded.

*Motion passed unanimously.*

**13. DISCUSS AND APPROVE FUNDING THE JEFFERSON NUTRITION SITE MANAGER POSITION AND DECREASING HOURS OF THE ELDERLY SERVICE OUTREACH WORKER POSITION.**

Ms. Cauley reported that two years ago we combined the duties of the Jefferson Nutrition Site Manager position and Elderly Service Outreach Worker position. We are requesting to make this two positions again because the Jefferson nutrition site has been very busy with over 1,000 meals a month and the Outreach Worker is supposed to be doing more prevention with the elderly. The site manager will work 15 hours per week and the Elderly Service Outreach Worker will decrease to 12 hours per week.

Ms. Rogers made a motion to approve funding the Jefferson Nutrition Site Manager position and decreasing hours of the Elderly Service Outreach Worker position. Mr. Jones seconded.

*Motion passed unanimously.*

**14. FUND A LIMITED TERM EMPLOYMENT POSITION FOR SUPERVISED VISITS FOR TERMINATION OF PARENTAL RIGHTS SITUATIONS.**

Ms. Cauley is requesting to fund a limited term position for 6 months at 19 hours per week at \$15.00 per hour. Some of the cost of this position would be paid with our IV-E contract. There will also be a savings because the children will spend less time in alternate care. We will also save money by not having staff overtime.

Ms. Rogers made a motion to fund the limited term employment position. Mr. Tietz seconded.

*Motion passed unanimously.*

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

Ms. Cauley referred to the 2011-2013 State Biennial Budget – 2011 Act 32 (attached) and spoke about the “Treatment Alternatives and Diversion (TAD) Program Match,” and the grants that will be available to counties. Ms. Cauley said that Eau Claire County is using alternative courts, one being for incarcerated mothers, which is intensive supervision for drug issues. Instead of mothers being put in jail, they are seen daily for drug screening, coaching and intense case management. The program would allow mothers to be home with their children, would prevent alternate childcare costs, and would provide treatment and services to the mother.

Mr. Mode reported that they discussed the new Income Maintenance structure, which was discussed earlier in the Economic Division report. They also discussed the cap on Family Care. Wisconsin County Human Services Association sent a letter to U.S. Dept of Health & Human Services Secretary Sebelius (attached) requesting that they deny the anticipated request from the Wisconsin Department of Health Services to amend the Family Care Waiver, which would establish a waiting list for vulnerable, frail elderly, physically and developmentally disabled individuals.

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

The next meeting will be on Tuesday, August 9. Budget items will be on the agenda.

**17. ADJOURN**

Mr. Schultz made a motion to adjourn the meeting. Ms. Rogers seconded.

*Motion passed unanimously.*

Meeting adjourned at 10:45 a.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**  
Tuesday, August 9, 2011 at 9:30 a.m.  
Workforce Development Center  
874 Collins Road, Room 103  
Jefferson, WI 53549