

MINUTES  
SAUK COUNTY BOARD OF HUMAN SERVICES

Meeting: July 6, 2015, 5:00 p.m., County Board Gallery, West Square Building, Baraboo, WI

Members Present: Scott Alexander, Andrea Lombard, Joan Fordham, James Bowers, Julie Fleming, John Miller, Thomas Kriegl

Members Excused: Peter Vedro, Beverly Vertein

Members Absent: None

Others Present: Orth, Brattset, Box, Cindy Jones, David Zeller, Lori Dee, Brentt Michalek

Chair, Scott Alexander called the meeting to order and certified compliance with the Open Meeting Law.

Motion by Andrea Lombard, seconded by Joan Fordham to adopt agenda. Motion carried.

Motion by Andrea Lombard, seconded by Joan Fordham to approve minutes of the previous Human Services Board meeting held on June 8, 2015, with the correction of "Andrea typed up information which she has for anyone who would like reading material on the adventure" to read "Andrea typed up information which she has for anyone who would like reading material on the conference." Joan requested when board members arrive late or leave early to indicate in the body of the minutes when they arrive or leave. Motion carried.

**Public Comment**

Cindy Jones spoke regarding money the department is returning to the general fund. She is advocating for co-workers and asking consideration be given for reimbursement for nighttime on-call to be more fair. She stated in recent years, due to statutory changes and new requirements to type referrals into the eWiSACWIS computer system, it takes longer to complete tasks related to a call received, sometimes up to three hours. This has limited the number of staff who take on-call. She is asking for some attention to this as the current reimbursement rate is \$23.50 per call received.

**Communications**

- a. Board Materials: Distributed electronically.
- b. iPad Instruction: Granicus instructions were handed out to board members.

**Business Items:**

- a. Possible closed session pursuant to Wisc. Stats. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the [governmental] body has jurisdiction or exercises responsibility. Performance evaluation of Human Services Director: Motion by Joan Fordham, seconded by John Miller to go into closed session. Roll Call: Alexander – Aye; Lombard – Aye; Fordham – Aye; Bowers – Aye; Fleming – Aye; Miller – Aye; Kriegl – Aye; Vedro – Absent; Vertein – Absent. Motion carried.
- b. Reconvene in open session: Motion by Andrea Lombard, seconded by Jim Bowers to reconvene in open session. Motion carried.
- c. Review and Approve Monthly Vouchers: Stephanie Box distributed and reviewed the Monthly Voucher Report. Motion by Joan Fordham, seconded by Jim Bowers to approve monthly vouchers in the amount of \$1,063,578.46. Motion carried.
- d. Accounts Receivable Report: The Accounts Receivable report for May was reviewed by Stephanie Box. The first billing out of the new system will be done in July.

- e. Approval for Collection Requests: Motion by Andrea Lombard, seconded by John Miller to approve sending 9 accounts for \$3,668.60 and 32 accounts (\$20 or less) for \$190.94 to Credit Management Control. Motion carried.
- f. Monthly Reports: Stephanie Box distributed and discussed the May 2015 Volatile Line report. Scott Alexander reported Clearview has turned a profit. The Clearview committee will be discussing what to do with the money.
- g. Setting September Board Meeting Date: The September board meeting date falls on Labor Day. After discussing possible dates, it is the consensus to move the September board meeting date to Monday, September 14, 2015.
- h. WCHSA Human Services Board Member Committee: The board had been made up of Human Services Directors and County Board Members. They have reorganized and created a new advisory committee for Human Services Board Members. There are 11 to 12 WCHSA meetings per year which include 2 conferences. The advisory board will have five members, one from each region of the State. WCHSA is recruiting board members for all five regions. If a Human Services Board member is interested in being nominated, please contact Bill Orth.

#### **Department Updates:**

- a. Fiscal and Support Staff Reorganization: The Personnel Committee and County Board approved the creation of the new Business and Administrative Services Manager with Stephanie Box taking on this new responsibility and supervising more staff. They also approved promoting Lori Dee to Administrative Services Coordinator. We held meetings with staff from both buildings to discuss the reorganization.
- b. Programs and Priorities Form - 2016 Budget Process: Five new outcome indicators were added from program supervisors for 2016: 1) 75% of Community Support Program consumers will live independently in the community; 2) Juvenile Justice Unit will begin a restorative justice project utilizing evidenced based practice principles by 3/1/16; 3) Juvenile Justice Unit will utilize the Sauk County Quality Improvement process to evaluate any changes to the Sauk County Adolescent Needs position within the Juvenile Justice Unit by 8/1/16; 4) For all individuals presenting to crisis with suicidal ideation, ensure follow-up outreach contact by staff within 48 hours as evidenced by 90% contact documentation with identified individual's casefile; 5) Implement an evidence based suicide screening tool and assess 50% of outpatient contacts by having documentation of screening tool in their casefile. The 2016 budgeted numbers will be brought to the next meeting.

#### **Public Comment**

Lori Dee relayed there is a link on the MIS web page for User Guides and Documentation where you can find the Granicus user guide as well as a couple of helpful tutorials and YouTube videos. There are some settings for font size under settings, Display & Brightness - this may not work for all apps. If you need further assistance with your iPads, the MIS Department is more than happy to assist you.

The next meeting of the Sauk County Human Services Board will be August 10, 2015, at 5:00 p.m. in County Board Gallery. Motion by Jim Bowers, seconded by John Miller to adjourn. Motion Carried.