



Minutes
Human Services and Health Board Meeting
Wednesday May 6, 2020-6:00 pm
Dodge County Administrative Building
Auditorium Rooms H & I
127 East Oak St, Juneau, WI 53039

1. Call to Order by Chairperson Mary Bobholz at 6:00pm
2. Roll Call and Non-Committee Member County Board Attendance

Board Present: Mary Bobholz, Jennifer Keyes, Naomi Kriewald, David Godshall, Kira Sheahan-Malloy, Lois Augustson, Tim Kemmel, Jenifer Hedrick, Richard Bennett

Absent/Excused:

Staff Present: Director Becky Bell, Division Manager Sheila Drays, Division Manager Monica Hooper, Division Manager Alyssa Schultz, Abby Sauer

Others Present: County Administrator Jim Mielke

3. Elect Chairman, Vice Chairman and Secretary of the Human Services and Health Board

Motion by David Godshall to elect Mary Bobholz as Chair. Seconded by Kira Sheahan-Malloy. Motion carried. Motion by David Godshall to elect Kira Sheahan-Malloy as Vice Chair. Seconded by Mary Bobholz. Motion carried. Motion by David Godshall to elect Lois Augustson as Secretary. Seconded by Kira Sheahan-Malloy. Motion carried

4. Set regular meeting date, place and time

Dodge County Human Services and Health Board will continue to meet the first Wednesday of every month at 6pm.

5. Discuss options for distribution of agenda and packet

Distribution of agenda and packet materials will continue to be distributed via email and sent via US postal mail each month.

6. Public Comment:

- 7 Approval of the minutes of the April 2, 2020 meeting

Motion by Tim Kemmel to approve the April 2, 2020 minutes. Seconded by Naomi Kriewald. Motion carried.

8. BOARD ACTION

A. Review of Specialized Transportation Assistance program for Counties 82.21 and 5310 grants
Board approved the Specialized Transportation Assistance grants 82.21 and 5310 which are used for transportation services and for transportation vehicles.

9. DIRECTORS REPORT- Ms. Bell

A. COVID19 discussion

Ms. Bell informed the Board that Human Services and Health Department is continuing to provide services via telehealth and is anticipating some kind of reduction in revenue due to not providing substance use group therapy and CCS services. Ms. Bell reported that other Counties are seeing the same situations. Human Services and Health Department staff are continuing to work remotely when possible. Our home delivered meal program continues to provide frozen meals and we have seen an increase in participation in this program. Ms. Bell also informed the Board that some staff members from Human Services and Health have been temporarily reassigned to Public Health to assist with interpreter services and contact tracing.

B. 2020 budget discussion

Ms. Bell reported to the Board that Human Services and Health Department is looking very closely at revenue reductions and expenditures in 2020. Vacant positions will be evaluated to make decisions about the timing of refilling these positions. There are no current plans to fill the vacant Foster Care Coordinator position.

C. 2021 budget discussion

Ms. Bell informed the Board there are a lot of uncertainties surrounding revenue sources and if there will be any reductions. Human Services and Health is also evaluating expenditures and looking at ways to continue to provide cost effective services for Dodge County residents.

10. COMMUNITY SUPPORT SERVICES REPORT- Ms. Drays

A. Statistics for March

B. Dining Center Comments

C. Nutrition program updates

Ms. Drays reported updates to the Board in regards to the Nutrition program during this time. Sheila reported that for April that the Dodge County Nutrition program provided 2789 frozen home delivered meals on a rotation by city basis. Nutrition also provides some shelf stable meal bags for someone new until they can be added to a rotation. Ms. Drays also talked about the food pantry providing box meals and some of the Dodge County employees have volunteered to help box up some of these meals.

D. COVID19- Abby Sauer

Abby Sauer updated the Board on the number of cases in Dodge County as of May 6th, which was 44 cases, 9 being active, 23 have recovered and there have been 1144 negative test results. Ms. Sauer also reported that all 3 hospitals in Dodge County are testing patients and there are 51 labs in the state that processing the tests. Public Health staff follow up on all people that are tested and keep in contact with the people that test positive.

11. **CLINICAL & FAMILY SERVICES REPORT-Ms. Schultz**

- A. Statistics for March
- B. Out of home costs
- C. March report from Northwest Connections-After Hours Crisis
- D. Northwest Connections March expenses

12. **FISCAL & SUPPORT SERVICES REPORT-Ms. Hooper**

- A. Review expenditures & revenues
- B. Expenditure adjustment form

Next Meeting will be June3, 2020 at 6:00pm

Adjourned at 7:15pm

Motion by David Godshall to adjourn. Seconded by Kira Sheahan-Malloy. Motion carried

Lois Augustson, **Secretary**

Mary Bobholz, **Chairperson**

Kris Keith, **Recording Secretary**

COMMUNITY SUPPORT SERVICES DIVISION
FROM MARCH TO APRIL 2020 STATISTICS NARRATIVE
FOR THE JUNE 2020
HUMAN SERVICES & HEALTH BOARD MEETING

AGING AND DISABILITY RESOURCE CENTER

KRIS SCHEFFT – SUPERVISOR

CALL STATISTICS

- Recorded Contacts decreased from 637 in March to 614 in April ↓
- Providing Information and Assistance decreased from 321 in March to 258 in April ↓
- Administering Long Term Care Functional Screens remained steady at 31 in March and April →
- Providing all other services increased from 113 in March to 153 in April ↑
- Referring for all other services remained steady at 1 in March and April →

AGING, TRANSPORTATION, AND NUTRITION

JACKIE DELAROSA – SUPERVISOR

DINING MEAL DONATIONS

- Congregate donations decreased from \$19.50 in March to 0 in April (due to COVID 19 and closures) ↓
- Home delivered donations decreased from \$22.71 in March to \$15.87 in April ↓

DINING MEAL PARTICIPANTS

- Congregate participants decreased from 38 in March to 0 in April (due to COVID 19 and closures) ↓
- Home delivered participants decreased from 139 in March to 136 in April ↓

VOLUNTEER DRIVER STATISTICS

- Total trip miles decreased from 15,137 in March to 5,699 in April ↓
- Total hours of service decreased from 544 in March to 237 in April ↓
- Total cash donations received decreased from \$2,694 in March to \$1,068 in April ↓

CASELOAD/WORKLOAD STATISTICS

- Total caseload decreased from 324 in March to 323 in April ↓
- Referrals decreased from 34 in March to 31 in April ↓
- Court hearings decreased from 10 in March to 7 in April ↓
- Annual Protective Placement reviews increased from 16 in March to 34 in April ↑
- Supportive Home Care reviews decreased from 34 in March to 28 in April ↓
- Total Supportive Home Care cases decreased from 155 in March to 154 in April ↓
- Total Home and Financial Manager caseload remained steady at 36 in February, March & April →

CASELOAD/WORKLOAD STATISTICS

- FoodShare caseloads increased from 3,379 in March to 3,672 in April ↑
- Medicaid Total caseload increased from 2,423 in March to 2,460 in April ↑
- BadgerCare Total caseload increased from 4,635 in March to 4,790 in April ↑
- Total gross recipients increased from 12,673 in March to 13,217 in April ↑
(This is the number of county residents receiving assistance, which includes those handled by other counties in the consortia)
- Total cases increased from 7,315 in March to 7,556 in April ↑
- FoodShare expenditures increased from \$635,097 in March to \$2,602,151 in April ↑
- Child Care expenditures increased from \$126,895 in March to \$160,813 in April ↑

CASELOAD/WORKLOAD STATISTICS

- Programs for Children decreased from 28 in March to 2 in April ↓
- Programs for Children and Families decreased from 922 in March to 887 in April ↓
- Programs for Women increased from 3 in March to 28 in April ↑
- Programs for ALL Residents increased from 450 in March to 734 in April ↑

CLINICAL AND FAMILY SERVICES DIVISION

APRIL STATISTICS NARRATIVE

FOR THE JUNE 2020

HUMAN SERVICES & HEALTH BOARD MEETING

CHILD PROTECTIVE SERVICES UNITS

MARK BEBEL – INTAKE SUPERVISOR
LISA GRYCOWSKI – ONGOING SUPERVISOR

ACCESS REPORTS

- Total number of CPS Access and Services reports decreased by 20 (from 79 to 59) ↓

ONGOING CASELOAD DATA

- Number of families being served decreased by 5 (from 90 to 85) ↓
- Number of children being served increased by 2 (from 186 to 188) ↑
- Number of children in out-of-home care increased by 1 (from 83 to 84) ↑
- Termination of Parental Rights (TPR) and guardianship cases in progress increased by 1 (from 13 to 14) ↑

CHILD AND ADOLESCENT SERVICES UNIT

AMY BOOHER – SUPERVISOR

JUVENILE JUSTICE CASELOAD STATISTICS

- Total caseload decreased by 10 (from 155 to 145) ↓

BIRTH TO THREE PROGRAM DATA

- Number of referrals stayed the same at 13 →
- Number of admissions stayed the same at 9 →
- Number of discharges stayed the same at 8 →
- Total number of children served decreased by 9 (from 123 to 114) ↓

CHILDRENS LONG TERM SUPPORT WAIVER (CLTS) and COMMUNITY OPTIONS PROGRAM (CCOP) DATA

- Total number of children served increased by 5 (from 176 to 181) ↑
- Average caseload size for CLTS staff is 45
- Total number of new referrals this month is 1; total for the calendar year is 24
- Number of families dually enrolled in both CLTS and CCS increased by 2 (from 28 to 30) ↑
- Wait list for CLTS and CCOP programs remains at 0

CLINICAL SERVICES UNIT

SARA GASKA – CLINICAL SUPERVISOR
KIM KUNZ – COMMUNITY PROGRAMS SUPERVISOR

OUTPATIENT MENTAL HEALTH SERVICES DATA

- Admissions increased by 2 (from 31 to 33) ↑
- Discharges decreased by 21 (from 34 to 13) ↓
- End of month total client census increased by 23 (from 965 to 988) ↑
- End of month psychiatry census (for all programs) increased by 5 (from 837 to 842) ↑
- End of month therapy census increased by 26 (from 428 to 454) ↑

- Average caseload size for MH therapists increased by 4 (from 61 to 65) ↑
- # of clients on waitlist for adult psychiatric evaluation is 0, next available appt. is 6/8/20 (as of 5/11/20)
- # of clients on waitlist for child/adolescent psychiatric evaluation is 0, next available appt. is on hold until fall due to prescriber upcoming maternity leave (as of 5/11/20)
- Next available intake date for MH (non-emergency) is 5/13/20 (as of 5/11/20)

OUTPATIENT SUBSTANCE ABUSE SERVICES DATA

- Admissions increased by 15 (from 11 to 26) ↑
- Discharges decreased by 18 (from 30 to 12) ↓
- End of month total client census increased by 12 (from 141 to 153) ↑
- Average caseload size for SA counselors increased by 2 (from 26 to 28) ↑
- Number of Intoxicated Driver Assessments decreased by 2 (from 28 to 26) ↓
- Next available intake date for AODA (non-emergency) is 5/12/20 (as of 5/11/20)

CRISIS RESPONSE SERVICES DATA

- Total hospitalization days decreased by 64 (from 154 to 90) ↓
- Of this total, number of county-funded days decreased by 42 (from 90 to 48) ↓
- Number of Emergency Detentions (EDs) decreased by 8 (from 17 to 9) ↓
- Number of crisis diversions decreased by 27 (from 153 to 126) ↓
- Number of protective custody cases decreased by 2 (from 3 to 1) ↓
- Number of voluntary admissions decreased by 8 (from 13 to 5) ↓

COMMUNITY PROGRAMS DATA

- Community Support Program (CSP) end of month census stayed the same at 4 →
- Comprehensive Community Services (CCS) end of month census stayed the same at 189 →
- Targeted Case Management (TCM) enrollment stayed the same at 36 →



2018 Children's Monthly Out-of-Home Placement Costs (# of children / \$\$\$)

| | Group Homes | | Institutions | | Foster Care | | Kinship Care | | Monthly Total | |
|-------------------|-------------|-------------------|--------------|---------------------|-------------|-------------------|--------------|-------------------|---------------|---------------------|
| January | 2 | 10,650.36 | 10 | 109,574.34 | 67 | 93,187.11 | 40 | 10,127.23 | 119 | 223,539.04 |
| February | 2 | 9,963.24 | 11 | 113,199.67 | 68 | 98,062.06 | 36 | 9,056.41 | 117 | 230,281.38 |
| March | 2 | 10,650.36 | 10 | 128,041.55 | 71 | 106,440.17 | 37 | 9,152.20 | 120 | 254,284.28 |
| April | 4 | 18,407.09 | 9 | 133,272.95 | 72 | 126,288.83 | 36 | 8,890.00 | 121 | 283,218.87 |
| May | | | | | | | | | | |
| June | | | | | | | | | | |
| July | | | | | | | | | | |
| August | | | | | | | | | | |
| September | | | | | | | | | | |
| October | | | | | | | | | | |
| November | | | | | | | | | | |
| December | | | | | | | | | | |
| Total 2020 | 10 | 49,671.05 | 40 | 484,088.51 | 278 | 423,978.17 | 149 | 37,225.84 | 477 | 994,963.57 |
| Average 2020 | 2.5 | 12,417.76 | 10 | 121,022.13 | 69.5 | 105,994.54 | 37.3 | 9,306.46 | 119.3 | 248,740.89 |
| Total 2019 | 38 | 209,007.18 | 106 | 1,221,874.82 | 696 | 780,744.80 | 474 | 112,938.58 | 1200 | 2,324,565.38 |
| Average 2019 | 3.2 | 17,417.26 | 8.8 | 101,822.90 | 58 | 65,062.07 | 39.5 | 9,411.55 | 100 | 193,713.78 |

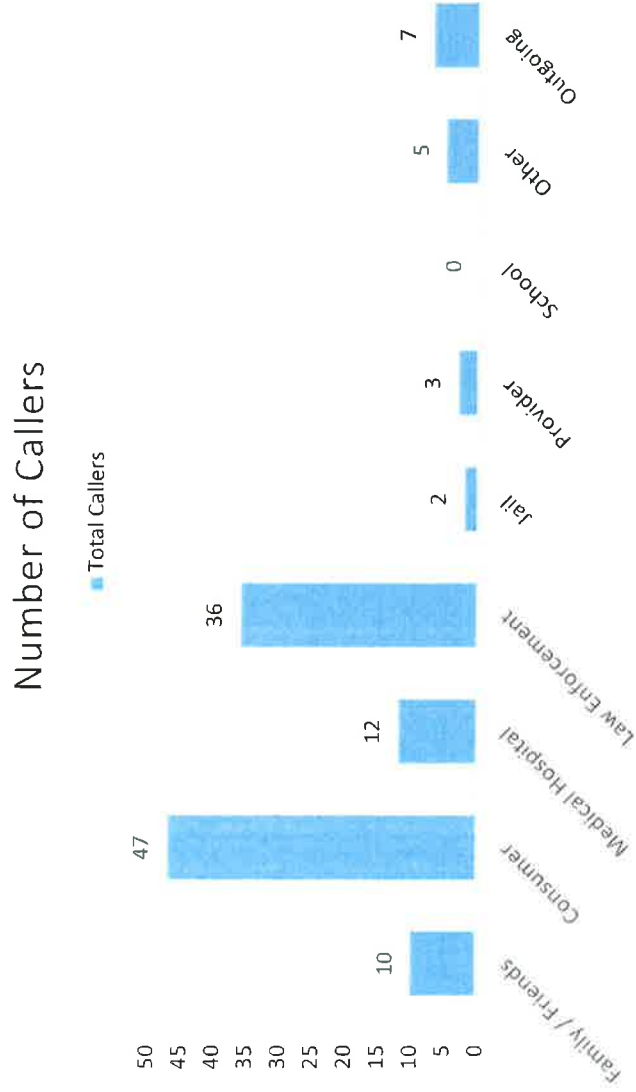
Number of placements are duplicated month-to-month.



Dodge County
Data Report for April 1, 2020 to April 30, 2020

Total Calls—122
Total Minors: 19
Total Adults: 102
Total Age Unknown: 1
Stabilization Calls: 13
Admission Confirmations: 0
Mobile Sent—0
AODA related contacts—14
Dementia Related contacts - 1

| Caller | Total | Percent |
|------------------|------------|-------------|
| Family / Friends | 10 | 8.20% |
| Consumer | 47 | 38.52% |
| Medical Hospital | 12 | 9.84% |
| Law Enforcement | 36 | 29.51% |
| Jail | 2 | 1.64% |
| Provider | 3 | 2.46% |
| School | 0 | 0.00% |
| Other | 5 | 4.10% |
| Outgoing | 7 | 5.74% |
| Totals | 122 | 100% |



| Facility | Voluntary | ED | Total |
|---|-----------|----------|-----------|
| Community Memorial | 1 | 0 | 1 |
| Fond du Lac | 0 | 2 | 2 |
| Mercy Medical | 1 | 0 | 1 |
| Roger's Memorial | 1 | 0 | 1 |
| Theda Care | 1 | 1 | 2 |
| Winnebago | 0 | 1 | 1 |
| Pending -- Follow-Up by next shift / hospital does bed location | 2 | 3 | 5 |
| Totals | 6 | 7 | 13 |

SIREN, WI 54872-0309
 715 349 7069

Billing: 5/05/2020
 Page: 1

Bill to: DODGE COUNTY HS
 199 CTY RD DF

Chart: 26896
 Bill for: DODGE COUNTY 2020
 199 CTY RD DF 3RD FLR

JUNEAU WI 53039-9512

JUNEAU, WI 53039

| Date | Proc | Description | Provider | Units | Debits | Line Balance |
|---------|------|--|----------|-------|---------|--------------|
| 2/02/20 | 1172 | EMERGENCY SERVICES MOBILE MILE ASHLY STEGER | SERVICES | 25.00 | 12.25 | 12.25 |
| 2/17/20 | 1140 | EMERGENCY SERVICE TRAINING/SUP HALEY JUSTMANN | SERVICES | .50 | 16.86 | 16.86 |
| 2/17/20 | 1140 | Filed DODGE COUNTY HS c# 4391211 EMERGENCY SERVICE TRAINING/SUP LEAH STAUDUHAR | SERVICES | .50 | 16.86 | 16.86 |
| 2/17/20 | 1140 | Filed DODGE COUNTY HS c# 4391221 EMERGENCY SERVICE TRAINING/SUP ASHLY STEGER | SERVICES | 1.00 | 33.72 | 33.72 |
| 2/18/20 | 1171 | Filed DODGE COUNTY HS c# 4391231 EMERGENCY SERVICE MOBILE USAGE HALEY JUSTMANN | SERVICES | 5.40 | 265.84 | 265.84 |
| 2/18/20 | 1172 | 2/18-3.2 3/2-2.2 EMERGENCY SERVICES MOBILE MILE HALEY JUSTMANN | SERVICES | 55.60 | 27.24 | 27.24 |
| 2/21/20 | 1171 | EMERGENCY SERVICE MOBILE USAGE KRISTIN STOIBER | SERVICES | 6.20 | 305.22 | 305.23 |
| 2/21/20 | 1172 | Filed DODGE COUNTY HS c# 4391241 EMERGENCY SERVICES MOBILE MILE KRISTIN STOIBER | SERVICES | 64.00 | 31.36 | 31.36 |
| 3/01/20 | 1160 | EMERGENCY SERVICES PHONE FLAT Filed DODGE COUNTY HS c# 4388051 | SERVICES | 1.00 | 8012.00 | 8012.00 |
| 3/01/20 | 1170 | EMERGENCY SERVICE MOBILE FLAT 30 OF 31 SHIFTS COVERED Filed DODGE COUNTY HS c# 4388061 | SERVICES | 1.00 | 2323.92 | 2323.92 |
| 3/01/20 | 1171 | EMERGENCY SERVICE MOBILE USAGE ASHLY STEGER | SERVICES | 6.50 | 319.99 | 320.00 |
| 3/01/20 | 1172 | 3/1-3 3/8-3.5 EMERGENCY SERVICES MOBILE MILE ASHLY STEGER | SERVICES | 83.00 | 40.67 | 40.67 |
| 3/10/20 | 1171 | 3/1-34 3/8-49 EMERGENCY SERVICE MOBILE USAGE LEAH STAUDUHAR | SERVICES | 7.10 | 349.53 | 349.53 |
| 3/10/20 | 1172 | EMERGENCY SERVICES MOBILE MILE LEAH STAUDUHAR | SERVICES | 08.00 | 52.92 | 52.92 |
| 3/16/20 | 1140 | EMERGENCY SERVICE TRAINING/SUP HALEY JUSTMANN | SERVICES | 1.00 | 33.72 | 33.72 |
| 3/16/20 | 1140 | Filed DODGE COUNTY HS c# 4407981 EMERGENCY SERVICE TRAINING/SUP LEAH STAUDUHAR | SERVICES | 1.00 | 33.72 | 33.72 |
| 3/16/20 | 1140 | Filed DODGE COUNTY HS c# 4407991 EMERGENCY SERVICE TRAINING/SUP ASHLY STEGER | SERVICES | 2.00 | 67.44 | 67.44 |
| 3/16/20 | 1140 | 3/16-1 3/20-1 Filed DODGE COUNTY HS c# 4408011 EMERGENCY SERVICE TRAINING/SUP KRISTIN STOIBER | SERVICES | 1.00 | 33.72 | 33.72 |
| 4/01/20 | 1160 | Filed DODGE COUNTY HS c# 4408031 EMERGENCY SERVICES PHONE FLAT SERVICES | SERVICES | 1.00 | 8012.00 | 8012.00 |
| 4/01/20 | 1170 | Filed DODGE COUNTY HS c# 4405571 EMERGENCY SERVICE MOBILE FLAT SERVICES | SERVICES | 1.00 | 2402.92 | 2402.92 |
| | | Filed DODGE COUNTY HS c# 4405581 | | | | |

TOTALS: 22391.92 22391.92

TOTAL BALANCE: 22391.92

less March \$11,808.40

April \$10,583.52

NORTHWEST COUNSELING AND GUIDANCE CLINIC

PO Box 309
Siren, WI 54872

Dodge County Human Service & Health Department
Henry Dodge Office Building
199 County Rd DF 3rd Floor
Juneau, WI 53039

5/5/2020

Enclosed please find the **APRIL** monthly billings for the following services from NWCGC:

| | |
|-----------------------------|------------|
| Training/Supervision-1140 | \$168.60 |
| Mobile Service Usage-1171 | \$0.00 |
| Mobile Service Mileage-1172 | \$0.00 |
| Mobile Service Expense-1173 | \$0.00 |
| Phone Flat Rate- 1160 | \$8,012.00 |
| Mobile Flat Rate- 1170 | \$2,402.92 |

TOTAL DUE \$10,583.52

If you have any questions, please call 715-349-7069.

Thank you,

Cortney H.
Out-Patient/County Billing Coordinator
Northwest Counseling & Guidance Clinic



Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form

Doc = BX
Ledger = BA

Effective January 1st, 2016

Date: May 15, 2020

| | |
|---------------------------------|-------|
| For Finance Department use only | |
| BA # | _____ |
| Doc# | _____ |
| Batch# | _____ |
| GL Date: | _____ |

Department: Human Services and Health Department

Budget Year: 2020

Description of Adjustment:

The department requested and has been awarded additional Title III-E Carryover/Special Projects funds. These funds need to be utilized by September 30, 2020.

Budget Adjustment

| Project String | Description | Amount |
|--|---------------------------------|--------|
| 97FAMCAR-GRANT-STATE-CARRYOVER | TITLE III-E CARRYOVER FUNDS | -6,330 |
| 97FAMCAR-PROF SER-SUPPCO | SUPPLEMENTAL SERVICES CARRYOVER | 330 |
| 97FAMCAR-SERVICES-CONTCT SER-RESPITECO | RESPITE CARRYOVER SERVICES | 6000 |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

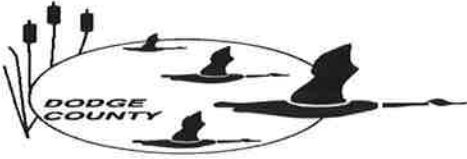
Note the total Budget Adjustment must balance

Department Head Signature _____ Date: _____

County Administrator Signature _____ Date: _____

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____



Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form

Doc = BX
Ledger = BA

Effective January 1st, 2016

Date: May 26, 2020

| | |
|---------------------------------|-------|
| For Finance Department use only | |
| BA # | _____ |
| Doc# | _____ |
| Batch# | _____ |
| GL Date: | _____ |

Department: Human Services and Health Department

Budget Year: 2020

Description of Adjustment:

The department has received an amendment to the ADRC Demential Care PROJ, CARS profile 560158 for 01/01/2020-12/31/2020.

Budget Adjustment

| Project String | Description | Amount |
|--------------------------------|-------------------|--------|
| 97-ADRC-GRANT-STATE-ADRDCSGP20 | ADRC DCS GPR 2020 | -8,717 |
| 97ADRC-SUPPLIES-OPERATING-DCS | DCS SUPPLIES | 8,717 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Note the total Budget Adjustment must balance

Department Head Signature _____ Date: _____

County Administrator Signature _____ Date: _____

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____