

**JUNEAU COUNTY  
HUMAN SERVICES BOARD  
VOUCHER COMMITTEE**

**August 16, 2017**

The Voucher Committee meeting was called to order by chairperson, Mike Kelley at 8:00 a.m. prior to the Human Services Board meeting in the County Board Room.

Present: Mike Kelley and Scott Ethun

A motion was made to go into closed session by Mike Kelley. Motion carried.

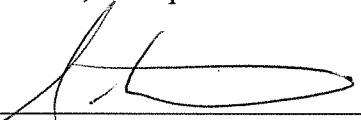
A motion to return to open session was made by Mike Kelley. Motion carried.

Motion to approve vouchers was made by Mike Kelley. Motion carried.

The meeting of the Voucher Committee is adjourned to Wednesday, September 20, 2017 at 8:00 a.m. in the County Board Room, Human Services Board meeting to follow.

A motion was made by Mike Kelley to adjourn the meeting. Motion carried.

  
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Beverly Larson, Chairperson

  
\_\_\_\_\_  
Scott Ethun, Recorder

Juneau County  
Human Services Board Minutes  
August 16, 2017

The Human Services Meeting was called to order by Mike Kelley in the County Board Room. It was noted that the meeting had been posted in accordance with the law.

Present: Mike Kelley, Tim Cottingham, Orville Robinson, Carrie Buss, Carl Wildes, Peg Saylor, Scott Ethun  
Absent: Beverly Larson

**Approval of Minutes**

A motion was made by Tim Cottingham and seconded by Orville Robinson to approve the minutes of the July 19, 2017, Human Services Board Meeting. Motion carried.

**Child Support Unit Presentation**

Nancy Knickelbein, the Child Support Manager and staff Ami Board, Cindy Ravenscroft, Anne Schotten, and Amber Newlun were present. The Child Support Program helps parents get court orders for financial and medical support for their children. They also enforce support orders when needed, makes sure that all money collected is paid out correctly and assists with applying for services and genetic testing. The past year the staff has been implementing e-filing. This initially has been a large undertaking with changes in workflows between Clerk of Courts and Child Support. All cases will transfer from paper to electronic and as time goes on, e-filing will provide efficiencies for all agencies involved in child support cases.

**Building Update – Tim Cottingham**

The building committee is currently working on policies for the new building. The committee has asked department managers to share with staff that they are looking for input regarding the building policies needing to be put into place to keep the building clean and longevity of the building. The bidding process will be open for furniture vendors to place bids beginning September 12<sup>th</sup>. The overall project is on schedule and the completion date is planned for the end of January or early February 2018.

**MyEvolv Update – Penny Janecek**

The electronic health records system, MyEvolv that was purchased in 2015 is still in process. A go-live date is anticipated for September or October 2017. The project has taken longer than anticipated with staff changes at MyEvolv and the DHS staff and Finance staff having the additional time to work on building the system while completing their regular responsibilities. Penny has been scheduling training sessions with the DHS staff and planning for the upcoming go-live date.

**Report on Trauma Informed Training**

Some of the Children, Youth and Families staff recently attended Wisconsin Trauma Project training. The project is designed to respond to the needs of children, families and the community to a child who has experienced trauma. History of trauma may develop behaviors making it hard to form positive relationships with others; he or she may also continue the cycle of violence and abuse. The project is designed in a three step process:

1. Parenting
2. Clinicians - Trauma focused
3. Community Awareness.

Through activities and videos, caregivers learn how to recognize trauma. They also learn how to adjust their caregiving to best support and protect children.

**Request Approval to Hire Vacant Behavioral Health Supervisor Position**

Amanda Negaard, the BHU Supervisor has given notice ending her employment on September 15<sup>th</sup>. Mr. Ethun is requesting approval of the DHS Board to go to Personnel to fill this position.

A motion was made by Carrie Buss and seconded by Peg Saylor to go to Personnel to fill the Behavioral Health Supervisor position. Motion approved.

### **Mid-Year Report Children, Youth, and Families**

#### **CYF Program –**

In December 2016, Kelly Firlus, CYF Manager requested approval to hire a LTE position to help cover Access. At that time, the board made the decision to wait and asked the unit to operate without this position for six months and come back to the board with a mid-year report. Kelly brought information regarding Out of Home placements: 2015 – 43, 2016 – 33, 2017 – 36 (6 – Family placement, 16 - TPC, 3 – Residential). The staff continues to receive referrals through Access, many due to the growing substance abuse issues the County faces. In 2017, 411 Access reports have been taken with 147 of them screened-in. The staff is sharing the Access responsibility dividing their time up daily. This responsibility is taking time away from their normal responsibilities. The unit completed a time study of an eight hour day - 60% paperwork, 30% face-to-face, 10% collateral. The determination has been made that there is still a need for a LTE Access position is in this unit.

#### **Legal Assistance –**

Peg Waterman paid a compliment to the CYF unit in its effort to reduce the number of children in out of home care. She has seen many changes in the focus of reunification efforts of the CYF staff. There has been an increased percentage of large sibling groups, this makes the amount of children in care seem higher. Nancy Cowan, Corporation Counsel Secretary is very helpful coordinating documents and deadlines with Corp. Counsel and the CYF unit. Peg has been pleased with the progress that's been made in 2017 and is expecting six additional TPC's completed this year.

#### **Finance Budget -**

Lori Chipman added that the processes seem to have improved in DHS and is hopeful the budget reflects the improvements the department is making to reduce costs.

Continued discussion of the board: Alan Petersen supports the need to budget a LTE Access worker in 2018. Tim Cottingham agreed with Alan Petersen and paid a compliment to Corporation Counsel, DHS staff and department managers for their efforts in improving the overall budget and not sacrificing services provided to Juneau County residents.

### **Items for the Next Meeting**

DHS Budget Review and Approval

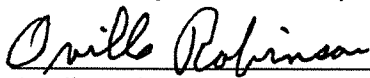
### **Set Date for Next Meeting**

The next Human Services Board meeting will be held on Wednesday, September 20, 2017, at 8:30 a.m. in the County Board Room.

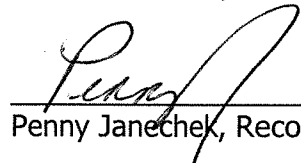
### **Adjourn**

A motion was made by Tim Cottingham and seconded by Peg Saylor to adjourn the Human Services Board meeting. Motion carried.

Respectfully Submitted By:



Orville Robinson, Secretary



Penny Janecek, Recorder