



MEETING NOTICE
HUMAN SERVICES BOARD AGENDA

Date: Thursday, July 18, 2019
Time: 11:00 AM
Place: Health and Human Services Building
Large Conference Room

- Call to Order
 - Approval of Agenda
 - Approval of Minutes from June 20, 2019 Meeting
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- In-service:
 - Human Services Director Updates
 - State Updates
 - CLTS Changes
 - WCHSA Topics for October Meeting
 - Fiscal Update
 - Discussion on Trauma Informed Care & Not Enough Apologies: Trauma Stories: <https://www.pbs.org/video/not-enough-apologies-8bdjrb/>
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- Action Items:
 - Resolution asking Governor Evers and the Wisconsin State Legislature to apply for a waiver from Federal rules excluding institutional stays from Medicaid coverage
 - Request to fill vacancy position: Comprehensive Community Services (CCS) Facilitator – Contracted through Helping Hands
 - Request to approve addition of a Medical Scribe – Administrative Assistant position (FTE .5) to the Behavioral Health Unit of Human Services
 - Social Media & Networking Policy
 - Contract Approvals, if any
 - Review and Approval of Monthly Vendors Payment History Report
 - Review of Travel Vouchers
-

- Public Comments (five minutes per individual)
 - Other Items as Authorized by Law
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Kewaunee County

Department of Human Services

810 Lincoln Street
Kewaunee WI, 54216
Phone: (920) 388-7030
Fax: (929) 388-7124

Dana Johnson, Director

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- Next Meeting and Time
 - August 15, 11:00AM
 - Adjourn

It is the mission of the Kewaunee County Department of Human Services to provide a comprehensive range of human services for qualified children, families and adults living in Kewaunee County. The department will provide those services in an ethical, professional and timely manner with emphasis on dignity of the individual to promote safety, health and well-being for all citizens.



**Kewaunee County Department of Human Services
810 Lincoln St.
Kewaunee, WI 54216**

Memo

To: Kewaunee County Human Services Committee Members
From: Mr. Dana Johnson, Director
Date: July 8, 2019
Re: Human Services Committee Meeting on July 18, 2019

One of the most significant issues we face in human services is the effect of trauma. During our discussions in committee, we will find opportunities to explore how trauma affects the clients served by the staff of the Department. It is in this spirit, that I believe it important for us to explore our services, evaluation of programs, and fiscal responsibility through a trauma-informed lens.

Prior to our meeting on July 18, 2019, I would ask that you review the documentary titled *Not Enough Apologies: Trauma Stories*, a Wisconsin Public Television Documentary regarding the child welfare system in Wisconsin. You will find similar stories from counties in close proximity to Kewaunee County. You may search out the video through the Google search engine, type the web address below into your browser, or click on the link provided:

<https://www.pbs.org/video/not-enough-apologies-8bdjrb/>

I hope that we will spend about 10-15 minutes discussing how we can use this information to understand trauma in our community.

If you have any questions, feel free to call me at (920) 388-7168, contact me by e-mail at johnson.dana@kewauneeco.org.

"It is the mission of the Kewaunee County Department of Human Services to provide a comprehensive range of human services for qualified children, families and adults living in Kewaunee County. The department will provide those services in an ethical, professional and timely manner with emphasis on dignity of the individual to promote safety, health and well-being for all citizens."

Kewaunee County Human Services Committee
Human Services Large Training Room
810 Lincoln Street
June 20, 2019
9:00 a.m. – Meeting Minutes

This meeting was called to order by Chairperson Kaye Shillin at 9:00 a.m. Present for the meeting were committee members Julie Janicsek, Rose Quinlan, Mary Ellen Dobbins, Mark Buchanan, Virginia Haske, Mary Ann Szydel, and Kent Treml. Also present were Director of Human Services Dana Johnson, Brian Johnson, Finance, Sue Norton, Behavior Health Director, Melissa Annoye, Family and Community Services Manager, Frank Madzarevic, citizen, and Lynn Clark, Program Assistant.

Absent/Excused – Linda Teske, Lee Luft

A motion was made by Virginia Haske and seconded by Kent Treml to approve the agenda. Motion carried.

A motion was made by Mary Ellen Dobbins and seconded by Julie Janicsek to approve the minutes from the May meeting. Motion carried.

The scheduled speakers for the in-service had to cancel due to an emergency. Dana noted that they will reschedule their presentation.

Human Services Director Updates –

State Updates- Plans for building three new secured residential juvenile facilities have been canceled. As an alternative, the State has granted additional funding to the Mendota Juvenile treatment center to add a new secured facility, which will more than likely drive up cost for future placements. It was also noted that the decision to return 17 year olds to the Youth Justice System had been canceled, possibly causing an impact to the jail population.

Fiscal Update – Brian Johnson presented an overview of the Human Service Programs' budget update with the most recent numbers and also the final numbers for 2018.

Sue Norton, Behavior Health Director, presented some additional fiscal information/updates regarding some of the individual programs.

Melissa Annoye, Family and Community Services Manager, spoke briefly, thanking this committee for their support in eliminating the children's program waitlist and spoke to the realization and reminder that there are real families and children being impacted "behind all the numbers".

Brian continued his overview with revenue information and followed up by asking this committee for suggestions on how they felt the financial report "dashboard" should be structured.

Dana continued his update with a review of the recent public hearing.

Contract Approvals –

No contracts currently under review.

Monthly Vendor Payment Report - A motion to approve this month's vendor report was made by Virginia Haske and seconded by Kent Treml. Motion carried.

The committee then reviewed the travel vouchers (no committee approval required).

Public Comments-none

Other Items as Authorized by Law – none

Committee Schedule Update – There was a discussion among this committee to amend the day and time of the monthly meetings to every third Thursday at 11:00. A motion to approve the amended schedule was made by Paul Ravet and seconded by Mary Ann Szydel. Motion carried.

The next meeting is scheduled for July 18th at 11:00 a.m. and the August meeting is scheduled for August 15th at 11:00 a.m.

A motion to adjourn was made by Virginia Haske and seconded by Mary Ellen Dobbins. Motion carried. The meeting was adjourned at 9:53 a.m.

Respectfully Submitted,

Lynn Clark
Program Assistant



RESOLUTION NO.

A RESOLUTION ASKING GOVERNOR EVERS AND THE WISCONSIN STATE LEGISLATURE TO APPLY FOR A WAIVER FROM FEDERAL RULES EXCLUDING INSTITUTIONAL STAYS FROM MEDICAID COVERAGE

TO THE HONORABLE KEWAUNEE COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, federal rules exclude patients age 22-64 years of age from Medicaid coverage in an Institute for
 2 Mental Disease (IMD), resulting in high costs to Wisconsin counties for individuals with mental illness who
 3 require short-term placement; and
 4
 5 **WHEREAS**, the IMD rule works against the provision of necessary health care treatment, and path to
 6 recovery, for young and middle-aged adults with brain disorders; and
 7
 8 **WHEREAS**, the Centers for Medicare and Medicaid Services (CMS) has issued an invitation to states to
 9 apply for a waiver of this exclusion, allowing states to receive federal reimbursement for the cost of treatment
 10 in an IMD; and
 11
 12 **WHEREAS**, the Human Services Committee considered and hereby recommends urging the Governor and
 13 the Legislature to submit an application for a waiver from CMS of the Medicaid IMD exclusion.
 14
 15 **NOW, THEREFORE, BE IT RESOLVED**, by the Kewaunee County Board of Supervisors, duly assembled
 16 this 20th day of August 2019, that the Board urges the Governor and Legislature to submit an application for a
 17 waiver from CMS of the Medicaid IMD exclusion to allow federal reimbursement of short term acute care and
 18 transition planning for persons with serious and persistent mental illness; and
 19
 20 **BE IT FURTHER RESOLVED**, that the Kewaunee County Clerk is directed to send a copy of this resolution to
 21 Representative Joel Kitchens, Senator André Jacque, Governor Tony Evers and the Wisconsin Counties
 22 Association.

Respectfully Submitted,

HUMAN SERVICES COMMITTEE

 Kaye Shillin, Chair

 Mary Ellen Dobbins

 Virginia Haske

 Lee Luft

 Linda Teske

 Kent Tremel

Citizen Members:

Mark Buchanan
 Julie Janicsek
 Rose Quinlan
 Paul Ravet
 Mary Ann Szydel

APPROVED AS TO FORM

Jeffrey R. Wisnicky
 Corporation Counsel

FISCAL IMPACT STATEMENT:

	Y E S	N O	A B S E N T	A B S T A I N
Augustian, A.				
Cochart, C.				
Cretney, T.				
Dobbins, M.				
Doell, D.				
Haske, V.				
Jahnke, S.				
Kroll, K.				
Luft, L.				
Lukes, J.				
Mastalir, J.				
Olson, D.				
Paape, G.				
Romdenne, T.				
Schmitt, C.				
Shillin, K.				
Teske, L.				
Tremel, K.				
Wagner, C.				
Weidner, R.				
TOTALS				

Requested to approve the filling and hire of an existing position due to vacancy:



Helping Hands Caregivers (HHC)

Comprehensive Community Services (CCS) Facilitator

Characteristic Work for the Position:

Nature: Under the direction of the Behavioral Health Unit Manager, the CCS Facilitator will ensure the service plan and service delivery for mental health consumers are integrated, coordinated, monitored and designed to support the consumer in a manner that enables them to achieve the highest possible level of functioning. The CCS Facilitator will also act as a member of the consumer recovery team; including participation in all consumer staffing reviews for all mental health programs as needed.

In addition, the Facilitator will participate in all interagency collaboration efforts of the department and be part of the Crisis Response Team.

This position may be cross-trained and provide services in the Children's Long-Term Support (CLTS) program. Duties include assessment, evaluation, service planning and provision as well as coordination of all other identified services. A critical component is advocating for the identified needs or wants of individuals.

Examples of Duties:

1. Participate in the treatment planning for CCS consumers under the direction of the Behavioral Health Unit Manager.
2. Provide coordination of services and supports with other agencies as needed in addition to monitoring progress.
3. Be part of the Behavioral Health Unit on-call rotation during office hours (8:00a-4:30p M-F) and provide crisis intervention services as needed.
4. Facilitate work related supportive services and coordination for consumers.
5. Provide supportive services to consumers to include education related to their mental health condition and coping mechanisms to help them improve their overall functioning.
6. Maintain all consumer case records within the agency's electronic records systems.

7. Provide coordination with all internal programs within the department where there is over-lapping participation on the part of consumers.
8. Provide coordination with the families of consumers involved in the programs.
9. Attend all clinical collaboration/staffing reviews as required.
10. Have a thorough knowledge of the CCS Programs and the DHS Administrative Rules related to that program.
11. Assess, evaluate and coordinate waiver services for those children who are dually eligible for CCS and CLTS – Children’s Long Term Support waiver programming.
12. Complete CLTS functional screens and re-evaluate functional level of care and eligibility at regular 6 month reviews and as needed when client needs change.
13. Work with children and their families to develop an Individualized Service Plan (ISP) to address identified needs and ensure that services address person-centered outcomes.

The above duties are considered normal for this position and are not all inclusive. Additional duties may be required.

Essential Knowledge and Abilities:

1. The ability to work with a wide array of consumers with diverse backgrounds.
2. The ability to work with a wide array of service providers.
3. The ability to work independently.
4. Basic knowledge of recovery-based principles.
5. Basic knowledge of mental health related disorders.
6. Basic knowledge of substance abuse related disorders.
7. Basic knowledge of psychotropic medications.
8. Excellent written and verbal communication skills.
9. Knowledge and experience using trauma-informed principles in practice.
10. Ability to travel as required.

Training and Experience:

1. A bachelor’s level degree in psychology, social work, sociology or other related behavioral health science field or a bachelor’s level degree in an area other than behavioral health with a minimum of two (2) years work experience in the behavioral health field in a case management role.

Physical Demands:

Tasks performed are inside and protected from the weather about 75% of the time. Most work is completed in a sedentary position and in a normal office setting. While performing the duties of this job one may be required to sit for a period of up to 2 hours. The employee must be able to receive and enter information using a standard computer operating system. The employee must be able to review and sign documents and records relevant to this position. The employee is required to stand, walk, use hands and fingers, feel, push, pull, reach with arms, hands above and below shoulders, stoop, kneel, crouch and crawl. The employee may occasionally lift or move up to 25

pounds. 25% of the time, functions include travel to and ability to access private homes, schools, hospitals, residential facilities, conference centers for training and other offices.

The physical demands described here are generally representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with a disability to perform the essential functions while performing the duties of this job.

Valid driver's license, auto insurance and access to automobile required.

Request:

Approved: _____ **Denied:** _____

Signature
Human Services Committee Chair: Kaye Shilling

Date