



**Meeting Minutes  
January 19, 2018**

In Attendance: Human Services Advisory Commission Members	Debbie Drew, Elizabeth Barber, Stanley Graffis, Tom Teixeira, , Adam Turk, Mike Freeman, Jodi Hartmann, Michael Matthews, Stephanie Gausch,
Absent: Human Services Advisory Commission Members	Melanie Falvo, Enita Kearns-Hout, Meredith Munoz, Lucas McConnell, Lisa Taylor and Rebecca Lorenz
In Attendance: Weld County Department of Human Services Representatives	Meredith Skoglund, Nancy Lawson, John Kruse, Arilene Ocampo, Heather Walker, Carrie Becker, Tami Grant, Judy Griego, Jamie Ulrich, Karin Crandall and Tobi Vegter
Facilitator:	Jamie Ulrich
Recording Secretary:	Jo McLavey

**Welcome**

Judy Griego, Department of Human Services Director, welcomed the Human Services Advisory Commission (HSAC) and explained the vision for the group. Judy explained HSAC begins our new vision of comprehensive initiatives and she extended her appreciation to the veteran members for their commitment to the community and to the new members joining the HSAC. Judy shared that over a period of approximately nine months, Jamie Ulrich, Deputy Director, has met with individuals to orient them with the needs of the community and has developed the HSAC with the Board of County Commissioners, Karin Crandall, Community Outreach Manager, the Division Heads for the Department of Human Services and staff.

**Historical Overview**

Jamie provided a historical overview of HSAC and thanked the members for taking part in this new endeavor. Gathering information from several boards and looking at the overall needs of the community has helped to streamline and provide wraparound services that make sense. Having one group of individuals saves time and it allows everyone to receive the same information and be on the same page.

Jamie explained how few people knew about all the services at the Weld County Department of Human Services (WCDHS). Individuals generally knew about one area but did not know all the services that were offered. The HSAC has been in the planning process since late April 2017, which began with researching the program requirements. The amount of information is overwhelming, and with limited time to share, today will be an overview information.

Jamie extended gratitude to Karin Crandall and Tobi Vegter because they worked hard establishing the HSAC. Karin is heavily involved in the community and is a valuable resource for the HSAC. Tobi knows the ins and outs of the contract process requirements and keeps Karin and Jamie grounded and on track.

Jamie asked everyone to review the Foster Family pamphlets and information on the table and explained the current effort to increase foster family recruitment. She requested the HSAC members to put items on display at work or church and indicated that the Foster Family Recruitment team would look forward to any opportunity to speak.

### **Meeting called to order 8:24am**

#### **Introductions**

Each member shared their name and current position.

#### **Human Services Advisory Commission Orientation**

Karin discussed the expectations and statutory regulations included in the binder, including:

- Conflict of interest policy
- Bylaws
- Audit findings and reviews
- Quorum is 50% plus 1 of board. A meeting will not be cancelled but motions to approve or deny can't be satisfied without quorum. Everyone is asked to notify Jamie and Karin, if they can't attend, as each meeting will have motions.
- Confidentiality while at the Department of Human Services is a priority and if information is heard or seen, it is not to be shared or repeated.
- Board membership requires three equal parts to serve. Elected officials, or designated appointee by an elected official, low income representative and private sector involvement. The HSAC needs 12 to 15 members always for three equal parts and they have opted for 15 members.
- Binder discussion-all tabs briefly explained.

#### **Strategic Plan**

Jamie directed members to review the Strategic Plan in the binder and explained how it pertains to the HSAC. The Strategic Plan vision and mission are approved by HSAC. Many of the Strategic Plan efforts benefit the agencies in the room, as well as others, and the community. The Strategic Plan began in 2015 with a climate review survey, which led to more focus groups internally to solicit feedback. Weld County is very large and has urban and rural areas, which creates a unique challenge from other counties. The Strategic Planning process was a year-long, after receiving focus group information. Jamie Ulrich, Judy Griego, Steve Moreno and Kim Boyd established the framework and details of the Strategic Plan. Jamie explained the mission and vision statements emphasize the efforts of the Strategic Plan focus on the community and helping people thrive. The HSAC will be required to approve the Strategic Plan every three years.

The HSAC binder includes the Strategic Plan and Jamie reviewed the three goals and objectives of each goal for the Strategic Plan. The three goals include: 1. Strengthen Weld County Department of Human Services (WCDHS) Workforce with Targeted Human Capital Management Strategies; 2. Ensure Client Centered Delivery of Services at WCDHS; 3. Optimize WCDHS Partnerships and Coordination.

Weld County is one of the best in the State for developing relationships in the community. We have started doing discharge planning with the jail to assist individuals with resources when they are newly released from jail. The Strategic Plan Action Teams are working very hard to move forward with the goals and objectives and results are being tracked and measured for success.

Jodi Hartmann requested more info about the Family Resources Division and a clearer copy of the organization chart because the light orange text is difficult to read.

### **Community Services Block Grant (CSBG)**

Karin directed members to CSBG plan and budget section of the binder and provided an overview of CSBG. Weld County receives the grant funds from the Colorado Department of Local Affairs. The Federal Government set new standards a few years ago and some of the activities we do are grant requirements. The CSBG plan and budget are approved for a three-year period, 2017 through 2020. The CSBG key points include: allocation for the year, scope of work and assessment of community needs.

Karin shared that one-third of the residents in Weld County are receiving a form of assistance. Once the CSBG budget is determined, the expenditures for the year are discussed. The expense for the Accounting Clerk is based on the time that is spent on CSBG. Case management is funded for one full-time employee (FTE) in Employment Services and one and a half FTE's for Area Agency on Aging (AAA) for the senior and disabled population. The carryover should allow us to have two FTE for AAA. The grant funds emergency assistance but it is not specific regarding the types of emergencies. The funds are designed to help families maintain economic stability. Karin provided examples of CSBG assistance to individuals in the community and to local shelters. The grant is complicated and requires coordination but it is worth all the hoops because it helps so many people.

### **CSBG Financial Report**

Arlene Ocampo reviewed the CSBG financial report and reviewed the tables found in the binder. The 2017 report will not be finalized until January 31, 2018. The annual carryover is estimated to be \$55,000 or 20% of the annual budget.

In 2018, some programs will not be funded by CSBG, including AmeriCorps and TANF and the budget will decrease for every program. The Board of County Commissioners, and the WCDHS Director and Deputy Director will consider the additional AAA .5 FTE, and if approved, will allocate the carryover funds for the additional AAA .5 FTE. The CSBG audit results will be reviewed at the next meeting.

Jodi Hartmann inquired if there was any news on the Federal level regarding future funding. Karin shared the information she has heard and CSBG seems to have bipartisan support and has been approved for the current budget year. The HSAC is exclusive to CSBG and would still conduct business, in the unlikely event that CSBG was unfunded.

### **Contract Services Work Group**

Tobi Vegter will facilitate the Contracted Services Work Group (CSWG) and discussed the purpose of the group. Child Welfare Core-funded services are the primary focus however the CSWG will review and facilitate service procurement through various funding sources. There are 327 children placed in various homes and agencies, which creates the need for many services. The Request for Proposal (RFP) is initiated in February with responses due in March. The CSWG will help review the responses and determine the resources we can use for our community, and will present the information to the full HSAC. Going forward the CSWG will assist with the development of RFPs and other needs. Tobi explained the need for three to four members to participate in the CSWG. The first meeting will be in February to orient the new group and discuss the role of the group. A second meeting will be held in late March to review RFP's. Stephanie Gausch, Elizabeth Barber and Stanley Graffis volunteered.

### **Election of Officers**

Jamie Ulrich explained the elected officer positions and Bylaws for the Human Services Advisory Commission.

Deputy Director Ulrich called for nominations for Chair of the Human Services Advisory Commission for 2017. Enita Kearns-Hout volunteered and Adam Turk made a motion to elect Enita Kearns-Hout, which was seconded by Stephanie Gausch. Roll was called and all were in favor.

Deputy Director Ulrich called for nominations for Vice Chair of the Human Services Advisory Commission for 2017. Adam Turk volunteered and Elizabeth Barber made a motion to elect Adam Turk, which was seconded by Michael Matthews. Roll was called and all were in favor.

Deputy Director Ulrich called for nominations for Secretary of the Human Services Advisory Commission for 2017. Melanie Falvo volunteered and Jodi Hartmann made a motion to elect Melanie Falvo, which was seconded by Stephanie Gausch. Roll was called and all were in favor.

### **WCDHS Division Updates**

All WCDHS Divisions will attend the HSAC meetings and report updates and audit findings. The HSAC members will also be asked to update their organizations at future meetings.

Meredith Skoglund on behalf of Eva Jewell, Area Agency on Aging (AAA), provided handouts and explained the chart of services for AAA and the Help Source Directory provided to seniors.

John Kruse, Division Head for Assistance Payments, provided a document regarding eligibility determination. He shared approximately 78,000 people in Weld County are on some form of

assistance. Due to the size of Weld County, it is difficult to accommodate all individuals and the preference for electronic submission of application or interviews by teleconference to alleviate individuals travelling long distances. Fraud prevention is another area of emphasis for Assistance Payments. John shared the contact information and organizational chart.

Nancy Lawson, Division Head for Child Support, provided contact information for her division. Child Support is responsible for recovery for public assistance programs. Nancy explained the eligibility requirements for Child Support services, parent location, paternity services, parenting classes, dispute resolution options, orders and remedies for collecting child support. The WCDHS Child Support Division collected over \$20,000,000 last year.

Heather Walker, Division Head for Child Welfare, explained the programs in her division. Child Welfare receive court orders for abuse and neglect and referrals are made from the State. Weld County has on-call supervisors and managers who can go to scene after hours. Heather discussed various programs, youth services and the termination of parental rights and adoption process. Heather shared the criteria for kinship and regular foster care homes and indicated we have had a decrease of available foster homes in our community, in the past year. Individuals interested in being foster parents are encouraged to attend monthly Welcome Night meetings. Child Welfare audits are completed every six months for providers. Weld County maintains a higher standard than the State requires, which has resulted in a decrease of children being removed from their homes in the past six years.

Tami Grant, Division Head for Employment Services, provided a handout and overview of Employment Services program areas. The Workforce Development Board guides Employment Services. Employment Services programs include: veterans' services, job seeker services, business services, learning lab, GED program, Temporary Assistance for Needy Families, employment training and the TIGHT youth. 916 employers received services in 2017.

Carrie Becker on behalf of Kathy Tegtman, Organizational Integrity, discussed the support provided to the WCDHS, including: Document Management, Electronic Benefits Transfer (EBT), Program Integrity and Investigations, security guards, security and technology assistance.

Arilene Ocampo on behalf of Lennie Bottorff, Fiscal, indicated the Fiscal Division supports all WCDHS divisions with, EBT, payments from CBMS and reporting for reimbursement of Workforce Investment Opportunity Act (WIOA) funds.

### **Final comments**

Jamie expressed appreciation for everyone's time and explained future meetings will involve more details and offered to provide brochures and handouts, if requested.

### **Next Meeting**

April 20, 2018 at 8:00 am, WCDHS Building B, 2<sup>nd</sup> Floor North Conference Room.

**Meeting adjourned 10:33 am**