

WASHINGTON COUNTY
COMPREHENSIVE COMMUNITY SERVICES AGENCY
BOARD OF DIRECTORS

January 20, 2005

Meeting called to order at 9:00 a.m. in Room 1023 of the Public Agency Center, 333 East Washington Street, West Bend, Wisconsin, by Chairperson T. Smith, who read the open meeting statement.

MEMBERS PRESENT: Donald Berchem, Daniel Goetz, Donald Kempf,
Judie Lewis, Patricia McIntee, Debra Reak, Thomas
Smith, James Spindler

MEMBERS EXCUSED: Ruth Schmitt

CCSA STAFF PRESENT: Karen Alt, Carolyn Mangan-Casey, Mary Martin,
Ruth Reines, Christine Sabel, Jim Strachota, Kay
Thuecks

Review of Minutes: A suggestion was made by T. Smith to change the second line of the second paragraph on Page 2 of the December 16, 2004, CCSA Board meeting minutes to read, "status of the Community Living Arrangements audit." D. Goetz made motion, J. Lewis seconded, to approve the December 16, 2004, CCSA Board meeting minutes as distributed with the above change noted. Carried.

Goals and Directions for 2005: The Board discussed goals and directions for the agency for 2005 as recommended by staff.

Financial Update: The December financial statements are not yet available. Accounts receivables will be set up for monies not yet received but expected for 2004 expenses. A \$63,000 deficit is being projected for 2004.

Approval of Policy Regarding Parental Rights of Minor Children: This new policy and procedure relates to the Mental Health Center receiving authorization from parents of minor children to provide therapy to those children as well as grant access to health information from that therapy. Discussion followed.

Motion made by J. Lewis, seconded by D. Kempf, to approve "Policy and Procedure: Minors' Rights to Protected Health Information" as written. Carried.

Crisis Services Update: The Ozaukee/Washington Counties crisis services has instituted two committees: a) services and resources to children and adolescents; and b) inpatient and acute care services. C. Mangan-Casey gave an overview of "Best Practices Regarding Crisis Intervention and Emergency Detentions" with law enforcement. The Board then reviewed client demographics of crisis services in 2004.

Request to Consider Expansion of Office Space: There is 1,450 square feet of office space available in the Public Agency Center on the second floor which could be utilized by CCSA, either for the crisis program or by another section of CCSA. The cost of this space would be \$11.00 per square foot, which comes to an annual cost of \$15,950.00. CCSA would propose to begin occupation of the area in June or July.

Following discussion, J. Spindler made motion, D. Reak seconded, to authorize CCSA staff to contact the County Administrative Committee and express interest and investigate the possibility of utilizing this space for CCSA expansion. Motion carried.

Approval of Physician Contracts: The contracts to provide inpatient unit psychiatry services with psychiatrists S. John Kim and Ahmed Numaan are currently in effect and run through June 30, 2005. Drs. Kim and Numaan will each work part-time sharing duties.

Motion made by J. Lewis, D. Goetz seconded, to approve the psychiatry contracts through June 30, 2005, with Drs. Kim and Numaan. Carried.

Program Director Report: Handouts were distributed with updates on the status of the Inpatient Unit, crisis grant, the new County telephone system and the "Celebrate Families" event. Discussion followed. The next CCSA Board meeting is scheduled for Thursday, February 17. T. Smith and J. Lewis indicated they will not be able to attend the February and March CCSA Board meetings.

D. Goetz made motion, seconded by J. Lewis, to adjourn. Carried. Meeting adjourned at 10:45 a.m.

Respectfully submitted,

Patricia McIntee, Board Secretary

Karen Alt, Recording Secretary

Copies of all non-privileged material pertinent to this meeting are available at the CCSA office.