

WASHINGTON COUNTY  
COMPREHENSIVE COMMUNITY SERVICES AGENCY  
BOARD OF DIRECTORS

February 23, 2006

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 Vice-Chairperson D. Goetz, who read the open meeting statement.

MEMBERS PRESENT: Daniel Goetz, Donald Kempf, Patricia McIntee,  
Debra Reak, Ruth Schmitt, James Spindler

MEMBERS EXCUSED: Donald Berchem, Judie Lewis, Thomas Smith

CCSA STAFF PRESENT: Karen Alt, Ruth Reines, Chris Sabel, Jim Strachota,  
Kay Thuecks

**Review of Minutes:** J. Spindler made motion, D. Kempf seconded, to approve the January 19, 2006, CCSA Board meeting minutes. A correction was noted; the first sentence of paragraph one on page two should read: *Outpatient Services have been averaging 25 new intakes per week, with the biggest need being therapy time for children.* Motion carried with the correction stated.

**2005 Financial Closing Report:** CCSA's final 2005 financial report indicates a \$202,716 surplus. Staff explained how that amount was figured per disability area. The report includes a carryover of \$70,000 from 2004. CCSA also expects an accounts receivable amount of \$784,448 for 2005.

D. Kempf made motion, R. Schmitt seconded, to approve the final 2005 closing financial report as presented. Carried.

**2005 Contract Addenda:** Handouts were distributed and explained detailing all contract amounts at the beginning of the year and final amounts for 2005.

Motion made by R. Schmitt, D. Kempf seconded, to approve preparation of 2005 contract addenda as indicated. Discussion followed. Motion carried, with D. Reak abstaining.

(R. Schmitt left the meeting.)

**2005 Disability Transfer:** A request was made to take a total of \$175,000 from Administration and transfer \$35,000 of it to Developmental Disabilities and \$140,000 to Mental Health to cover deficits in those areas for 2005.

D. Reak made motion, seconded by J. Spindler, to approve transfers as outlined for 2005. Carried.

**Approval of Non-lapsing Accounts:** CCSA is requesting a carryover of \$125,000 from the \$202,716 surplus to be non-lapsed into 2006. This money would be divided as follows: \$75,000 for improvements to several information systems; and \$50,000 to cover inpatient care costs at State Mental Health Institutes. If approved, the net result would be a 2005 surplus of \$77,716 to return to the County general fund. Discussion followed on returning the entire surplus to the general fund versus putting some of it into a non-lapsing account at CCSA.

P. McIntee made motion to approve the request for a non-lapsing account in the amount of \$125,000 into CY2006; D. Reak seconded. Motion carried, with a nay vote from J. Spindler.

**Record Retention Policy:** Following an explanation and discussion regarding this proposed policy and procedure, J. Spindler made motion, D. Kempf seconded, to accept the CCSA Policy and Procedure "Identification of Electronic Records as the Primary Medium of Maintaining Department Records" as adhering to Washington County Ordinance 2005-28 relating to record retention. Discussion followed. Motion carried.

**Task Force/Committee Appointments for 2006:** Membership lists for the AODA, MH and DD Task Forces and Children's Advisory Committee were distributed.

P. McIntee made motion, D. Reak seconded, to approve the 2006 Task Force and Committee membership lists as presented. Carried.

D. Reak announced that she is resigning from the CCSA Board of Directors effective following the April 20 meeting. The Mental Health Task Force will propose a representative from that group for approval by the Board to be the new liaison between the CCSA Board and the Task Force in the near future.

As decided at the January meeting, there will not be a CCSA Board meeting held in March. Therefore, the next meeting is scheduled for April 20.

New CCSA brochures will be available soon.

Motion made by D. Kempf, seconded by J. Spindler, to adjourn. Carried. Meeting adjourned at 10:52 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.