

WASHINGTON COUNTY  
COMPREHENSIVE COMMUNITY SERVICES AGENCY  
BOARD OF DIRECTORS

March 27, 2008

Meeting called to order at 9:02 a.m. in Room 1023 of the Public Agency Center, 333 East Washington Street, West Bend, Wisconsin, by Chairperson J. Spindler, who read the open meeting statement.

MEMBERS PRESENT: Donald Berchem, Leslie Borman, Richard Gundrum,  
Donald Kempf, LynnDee Murphy, James Spindler,  
Gregory Young

MEMBERS EXCUSED: Sarah Follett, Rachel Rosenthal Garza

CCSA STAFF PRESENT: Karen Alt, Carolyn Mangan-Casey, Debra DuFour,  
Angela Schickert, Jim Strachota, Kay Thuecks

**Review of Minutes:** D. Kempf made motion, R. Gundrum seconded, to approve the CCSA Board meeting minutes from February 21, 2008, as distributed. Carried.

**Financial Update:** CCSA's 2007 deficit has been reduced to \$68,113 or 1.2 percent of the total County budget. This included transfers between disability areas and accounts receivables.

Motion made by L. Borman, seconded by D. Berchem, to approve the final 2007 CCSA financial report as presented. Carried.

**Policy Regarding E-mail and Protected Health Information:** If client information is included in an e-mail, it becomes part of the client's official record. Staff members need to use discretion when using e-mail, which should be considered as a secondary means of communication only.

Motion made by R. Gundrum, seconded by L. Murphy, to approve the CCSA policy and procedure, E-Mail Communications of Protected Health Information as written. Carried.

**Suicide Prevention Training:** Debra DuFour and Devona Marshall are now certified to train others in this evidence-based suicide prevention model and approach that can apply to many community settings. It will be provided to all of the local Acute Care Services staff soon.

G. Young made motion to approve this report; R. Gundrum seconded. Carried.

**Family Care Update:** In Washington County, the transfer of 663 individuals to the Family Care program is scheduled to start on April 1, 2008. Staff are participating in a number of trainings to accomplish this. Two care management organizations, Community Care, from Milwaukee, and Care Wisconsin, from Madison, will be operating in Washington County under Family Care.

**Case Manager Position Request for Family Care:** Washington County will continue to provide DD case management services during the transition to Family Care. The current DD Benefits Specialist will become a case manager, and the Benefits Specialist position will remain vacant until it is determined if it is needed in Family Care. If the additional case manager position is approved, there would be eight DD case manager and one Benefits Specialist positions.

L. Murphy made motion, L. Borman seconded, to approve the additional case manager position to begin May 1, 2008. Discussion followed. Motion carried.

**Human Services Study:** The resolution regarding Human Services will be presented to the current County Board of Supervisors on April 15. If approved, the new County Board Chairperson will appoint six County Board Supervisors and three citizen members to the Human Services Department Board of Directors. Terms will be three years each, with two Supervisor and one citizen members rotating each year. Citizens interested in becoming a member of the Human Services Board will need to send a letter of intent to the County Board for consideration. Officers of the newly-formed Human Services Board will be elected shortly thereafter.

Copies of the Washington County Human Services Study Report, dated March 10, were distributed. This report is also available on the County Web-site and is periodically updated. A question was raised as to why other County departments, such as the Health Department, the Aging and Disability Resource Center, Veterans Services Office and the Samaritan Health Center, were not considered for inclusion into a Human Services Department. Discussion followed.

G. Young made motion, seconded by D. Kempf, to approve the Human Services Study report as presented. Carried.

J. Spindler, D. Kempf and G. Young thanked other Board members as well as staff for their participation in CCSA's important work on behalf of the residents of Washington County. These Board members were also thanked for their contributions over the years.

Motion made by D. Kempf to adjourn; D. Berchem seconded. Carried. Meeting adjourned at 10:49 a.m.

Respectfully submitted,

Sarah Follett, Board Secretary  
Karen Alt, Recording Secretary

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