

WASHINGTON COUNTY
COMPREHENSIVE COMMUNITY SERVICES AGENCY
BOARD OF DIRECTORS

May 25, 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 Secretary P. McIntee, who read the open meeting statement. Introductions were made to welcome new CCSA Board member Rick Gundrum.

MEMBERS PRESENT: Donald Berchem, Rick Gundrum, Donald Kempf, Patricia McIntee, Ruth Schmitt, James Spindler

MEMBER EXCUSED: Leslie Borman, Judie Lewis

GUEST PRESENT: Sarah Follett

CCSA STAFF PRESENT: Karen Alt, Debra DuFour, Carolyn Mangan-Casey, Ruth Reines, Chris Sabel, Jim Strachota, Kay Thuecks

Election of CCSA Officers: James Spindler was announced for the Chairperson office by the nominating committee; no other nominations were named from the floor. Nominations closed.

R. Schmitt made motion, seconded by D. Kempf, to approve James Spindler as Chairperson. Motion carried unanimously.

J. Spindler thanked the previous CCSA Chairperson, Thomas Smith, for effectively serving this committee the past several years.

The nominating committee recommended Leslie Borman for the office of Vice-Chair; no further nominations were named during this meeting. Nominations closed.

Motion made by D. Kempf, seconded by D. Berchem, to approve Leslie Borman as Vice-Chairperson. Motion carried unanimously.

Patricia McIntee was named by the nominating committee to continue in her position of Secretary. No additional nominations were mentioned. Nominations closed.

R. Schmitt made motion to approve P. McIntee as Secretary; D. Berchem seconded. Motion carried unanimously.

J. Spindler assumed the role of Chairperson on the CCSA Board of Directors at this point in the meeting.

Review of Minutes: Motion made by D. Berchem, seconded by D. Kempf, to approve the CCSA Board meeting minutes of April 20, 2006, as distributed. Carried.

Review of Task Force/CCSA Board Member Application: An application for membership on the Mental Health Task Force has been received from Sarah Follett. Sarah briefly her interest in serving on that group as well as the liaison between the Mental Health Task Force and the CCSA Board as a member of the Board.

D. Kempf made motion, R. Gundrum seconded, to approve Sarah Follett as a member of both the Mental Health Task Force and the CCSA Board of Directors. Motion carried unanimously.

Financial Update: This report contains information through April 30, 2006. Although the report indicates there is only \$1,660,240 of County funding remaining, an estimated \$4,200,000 in revenues is not yet reflected due to staff being on medical leave. The next report will be updated to show these revenues. The current figures include \$125,000 of non-lapsing funding from 2005.

Program Specifications for 2007: These specifications are the basis for next year's services and contracts. Those presented at this meeting are in draft form as approved and recommended by the disability task forces. Following review and approval by the CCSA Board, the specifications will be presented at the Public Hearing on June 1.

ALCOHOL AND OTHER DRUG ABUSE--K. Thuecks reported that Calm Harbor is State licensed, but staff still needs to be trained to provide residential intoxication monitoring services.

MENTAL HEALTH--K. Thuecks described the program specifications for community mental health services and the Community Treatment Services areas, C. Mangan-Casey explained services provided in the Outpatient program of the Mental Health Center and J. Strachota briefly discussed Acute Care Services.

DEVELOPMENTAL DISABILITIES--Currently, about 400 individuals with a developmental disability receive services, with about half of them receiving some type of residential service.

D. Berchem made motion, R. Schmitt seconded, to approve the 2007 CCSA Program Specifications as written for presentation at the Public Hearing on June 1. Carried.

Public Hearing Notice: As previously stated, the Public Hearing is scheduled to take place on Thursday, June 1, at Fair Park. Notices have been disseminated on this.

Recommendation Regarding Residential Services: One bid proposal was received from PeopleServe LLC, to operate the new home owned by ARC. The home, located on Fifth Avenue in West Bend, is a four-bed adult family home with a crisis bed and two other apartments. CCSA staff are recommending contracting with PeopleServe for the remainder of 2006 in order to return individuals with a development disability to Washington County who are currently in out-of-county and/or nursing home placements. It is expected to be operational on or about July 17, and no additional funding would be needed for 2006.

R. Gundrum made motion, P. McIntee seconded, to approve contracting with PeopleServe for the remainder of 2006 to provide services at the new ARC home in West Bend. Carried.

Approval of Psychiatry Contracts: A recommendation was made to contract with an Advanced Practice Nurse Prescriber on a trial basis from July to the end of the year. This position is able to prescribe and administer medications and perform medication monitoring in lieu of replacement psychiatry time when one of the current psychiatrists retires.

Motion made by D. Kempf to approve a contract with the named Advanced Practice Nurse Prescriber from July through December, 2006; R. Schmitt seconded. Discussion followed. Motion carried.

Recommended Change in Budget Request: A new format is proposed for the budget forms sent out with requests for proposals to prospective service providers. Separate and distinct forms would be used by for-profit and not-for-profit agencies as well as different program areas. The new format has not yet been approved by County auditors, so the form as presented may be changed pending that review. Currently, the profit margin is capped at five percent per 2006 contracts. This percentage will be discussed at the next Board meeting.

Motion made by D. Berchem, seconded by R. Schmitt, to approve use of the new form in the 2007 budget process pending approval by the County auditors. Discussion followed. Motion carried.

Program Director Report: Handouts were distributed with updates on hospital negotiations, the Wisconsin Counties Association meeting, document shredding, the 211 telephone system for information and referral, the State Family Care system and the CCSA Annual Report to the County Board. Several Board members made suggestions with regard to the Annual Report including: emphasizing expansion and success of services and programs, discussing the increasing County population and pointing out the benefit of serving individuals locally in the community versus alternative out-of-county placements.

The next CCSA Board meeting is set Thursday, June 15.

R. Schmitt made motion to adjourn, seconded by P. McIntee. Carried. Meeting adjourned at 11:27 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 CCSA.