

WASHINGTON COUNTY
COMPREHENSIVE COMMUNITY SERVICES AGENCY
BOARD OF DIRECTORS

July 19, 2007

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 J. Spindler, who read the open meeting statement.

MEMBERS PRESENT: Donald Berchem, Leslie Borman, Sarah Follett, Richard Gundrum, Donald Kempf, LynnDee Murphy, Rachel Rosenthal Garza, James Spindler

MEMBER EXCUSED: Gregory Young

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

Review of Minutes: L. Murphy made motion, L. Borman seconded, to approve the CCSA Board meeting minutes from June 21, 2007, as distributed. Motion carried.

Financial Report: At staff request, an internal audit will be done of several procedures and accounts within the CCSA financial records by Dave Maccoux from Schenck and Associates. As a result, the 2007 projection will be delayed until the August CCSA Board meeting. Discussion followed.

Next Steps in 2008 Budget Process: A timetable of dates and activities regarding the budget process was distributed and explained. Budget proposals are due to the County Administrative Coordinator on August 31, and Finance Committee budget sessions are scheduled for September 24.

Capital Outlay Request for 2008: Following explanation and discussion, D. Kempf made motion, R. Gundrum seconded, to proceed with the 2008 capital outlay request of \$5,400 to purchase the 2003 model van currently leased for use in the Community Treatment Services program. Motion carried.

Motion made by L. Murphy, seconded by D. Berchem, to approve proceeding with the 2008 capital outlay request of approximately \$2,800 to continue remodeling the front lobby reception area to include glass panels for security and privacy reasons. Discussion followed, with Board members questioning the effectiveness of the proposed installation. D. Berchem amended the motion to allocate up to \$5,000 to include sound suppression in the reception area. L. Borman seconded. Motion carried, with S. Follett and J. Spindler opposing. The amended motion was repeated and carried, with S. Follett and J. Spindler opposing the motion.

Position Request for 2008: CCSA is requesting a new part-time (twenty hours per week) Registered Nurse position to work in the Lifespan area to assist with Patient Assistance Program duties. This position would be scheduled to work the hours opposite the current RN, who works 30 hours per week to provide flexibility in the program. The cost for the additional RN position would be approximately \$26,800 for 2008.

S. Follett made motion to approve proceeding with the request for an additional part-time Registered Nurse position as presented; R. Rosenthal Garza seconded. Carried.

The Acute Care Services area of CCSA is also requesting a new part-time (twenty hours per week) position to complement the current Psychiatric Social Worker—Clinical Supervisor/Crisis Therapist. For 2008, the approximate cost for this new position would be \$32,077. Adding this position offers more flexibility in hours and coverage for 24 hours/7days per week consultation required in this program.

Motion made by L. Borman, seconded by R. Rosenthal Garza, to proceed with the request for an additional Psychiatric Social Worker—Clinical Supervisor/Crisis Therapist as presented. Carried.

These position requests will be forwarded to the Administrative Committee in September.

(LynnDee Murphy left the meeting at 10:20 a.m.)

Acute Care Services Update: Statistical information was distributed regarding activities and services provided in the first half of the year by the Acute Care Services (ACS) program. Through a grant, the National Suicide Prevention Lifeline is now in operation locally. This involves a separate telephone line that is answered by ACS staff and provides real-time tracing capabilities which allows for immediate emergency services

and/or ACS mobile response when necessary. ACS is also teaming up with the Washington County Medical Examiner to provide assistance when notifying family members of traumatic events that have taken place.

Lifespan Services Update: Due to the short time available for this update, this report will be tabled to the September meeting of the CCSA Board.

Review of Task Force Application: Three individuals, John Beisbier, Lenore Frohmader and Cindy Presley, have applied for membership on the Developmental Disabilities (DD) Task Force.

Motion made by R. Rosenthal Garza, seconded by S. Follett, to approve John Beisbier, Lenore Frohmader and Cindy Presley for membership on the DD Task Force. Carried.

The next meeting is scheduled for Thursday, August 16.

Motion made by D. Kempf to adjourn; L. Borman seconded. Carried. Meeting adjourned at 10:56 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.