

WASHINGTON COUNTY HUMAN SERVICES DEPARTMENT (HSD)
BOARD OF DIRECTORS

January 15, 2009

Meeting called to order at 8:30 a.m. in Room 1023 of the Public Agency Center, 333 East Washington Street, West Bend, Wisconsin, by Chairperson L. Borman, who read the open meeting statement. Introductions were made.

MEMBERS PRESENT: Donald Berchem, Les Borman, Jim Core, Sarah Follett, Rick Gundrum, Carol Puerling, Jane Schultz, Paul Ustruck

MEMBER EXCUSED: Gregory Young

GUESTS PRESENT: Robin Reshel, Hartford Community Development Authority; Raymond Roskopf; Herb Tennes, County Board Chairperson; Representatives of Community Housing Service Providers

HSD STAFF PRESENT: Karen Alt, Michael Bloedorn, Sandy Hoefert, Carolyn Mangan-Casey, Ruth Reines, Angela Schickert, Jim Strachota, Kay Thuecks

Review of Minutes: D. Berchem made motion, J. Core seconded, to approve the HSD Board minutes from the December 18, 2008, meeting. Carried.

Proposal Regarding County Housing Authority: R. Roskopf presented that a group of concerned citizens and providers, Continuum of Care, is proposing a County-wide Housing Authority (HA) and is looking for support from the Human Services Board. R. Reshel explained that many mutual clientele are served by the local HA's and HSD providers. For many, the services provided assist them in becoming more productive citizens, which, in turn, creates tax revenue to help even more people in need. Joining the three current HA's (Hartford, Slinger and West Bend) into a Washington County Housing Authority would allow for additional funding opportunities from Federal, State and private entities than currently available to the individual HA's by being able to draw from a larger population and area to identify those in need of services. According to State Statutes, a County Housing Authority Board of Directors must be comprised of at least two County Board Supervisors and three citizen members.

(HSD STAFF PRESENT: D. DuFour arrived.)

Following further discussion, P. Ustruck made motion to authorize the drafting of a County resolution to be forwarded to the County Executive Committee for consideration regarding the formation of a Washington County Housing Authority; R. Gundrum seconded. Discussion followed. Motion carried, with D. Berchem opposed. An update will be presented to the HSD Board in late summer to early fall to allow time for further research and evaluation prior to proposing a resolution.

Work Plan Recommendations:

STAFFING--The Staffing Issues Work Group was assigned the issues of union/non-represented employees, job titles, all-staff meetings, merging of positions, 24/7 staff and Medical Director. S. Hoefert reported that many questions remain for employees with regard to union/non-represented status. The group recommended that most job titles remain the same as currently with the exception of some in the accounting and clerical areas. The all-staff meetings already held have been beneficial and are recommended for continuation. The group also recommended that the third floor clerical unit become part of the Economic Support area and that accounting job duties and titles be assigned by those in the Accounting area rather than the Work Group. It is proposed that Juvenile Intake, Acute Care Services and after-hours Child Abuse and Neglect services be combined into one unit and that one staff evaluation format be developed by utilizing parts of those currently in use. Recommendations were made by the Work Group to consider the Medical Director as a County employee rather than a contracted position and to add an Advanced Practice Nurse Prescriber position.

FINANCIAL--This Work Group, comprised of HSD and County Finance Department staff, has accomplished a number of tasks already. It is further recommending the integration of financial reports via County general ledger software for 2010 using one chart of accounts for actual expense and revenue calendar year 2010 and restructuring of HSD accounting staff.

These Work Group recommendations will be included in the strategic plan for presentation to the County Board this spring.

Accounting Staff Structure: The proposed plan reduces the number of full-time equivalent (FTE) staff from 9.5 in May 2008 to 7.0 in May 2009 in the accounting area and eliminates duplication of duties. Recommendations include the addition of an Accounting Manager in the accounting structure, the reassignment of duties to designated staff and modification of County Ordinance to reflect these changes.

Following presentation and discussion, R. Gundrum made motion, J. Core seconded, to approve the recommended changes in the HSD Accounting staff structure. Carried.

Family Care Update: About 490 persons have been transferred to the Family Care program. The County's waiting list has been reduced from 170 to approximately 90 and should be eliminated by September 2009, with, hopefully, any new individuals being enrolled into Family Care immediately thereafter. Currently, six County case managers are sub-contracted to the care management organizations providing Family Care services in Washington County. Surveys have been developed for providers and consumers to complete to study the effectiveness and efficiency of the transition to Family Care.

The County's 2008 and 2009 contributions to Family Care were explained and discussed. It is anticipated that the annual contribution will be eliminated in six years using the current formula.

P. Ustruck made motion to approve payments of \$1,472,673 as of January 31, 2009, and \$678,327 as of March 31, 2009, to Family Care as presented; D. Berchem seconded. Carried.

Task Force Assignments: The former Alcohol and Other Drug Abuse (AODA) and Mental Health (MH) Task Forces have been combined to form the Behavioral Health (BH) Task Force. Members from the AODA and MH Task Forces were surveyed as to their interest in participation on the BH Task Force. The following members have applied: Sarah Follett, Barry Hargan, Ronald Martenet, Sherry Peck, Debra Reak, Suda Schaffer and Kathy Schauble. It is hoped that three additional members can be recruited. The BH Task Force will advise and make recommendations to the HSD Board on administrative oversight, the Comprehensive Community Services program, budget and annual provider evaluations.

Motion made by C. Puerling, seconded by J. Schultz, to approve the roster of Behavioral Health Task Force members as named. Carried.

James Albrecht Free Clinic Discussions: Due to the length of this meeting, this item was tabled to the next meeting.

M. Bloedorn announced that Helen Foscatto has accepted the Juvenile Intake Worker position.

The next HSD Board meeting is scheduled for 8:30 a.m. on Thursday, February 19, 2009.

Motion made by C. Puerling, seconded by J. Schultz, to adjourn. Carried. Meeting adjourned at 11:00 a.m.

Respectfully submitted,

Paul Ustruck, Board Secretary
Karen Alt, Recording Secretary

Copies of all non-privileged material pertinent to this meeting are available at HSD offices.