

WASHINGTON COUNTY HUMAN SERVICES DEPARTMENT (HSD)  
BOARD OF DIRECTORS

July 15, 2010

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.

MEMBERS PRESENT: Les Borman, Jim Core, Sarah Follett, Mary Goeman, Rick Gundrum, Jane Schultz, Paul Ustruck, Gregory Young

MEMBER EXCUSED: Carol Puerling

HSD STAFF PRESENT: Karen Alt, Michael Bloedorn, Debra DuFour, Sandy Hoefert, Sandy Potter, Ruth Reines, Angela Schickert, Jim Strachota, Kay Thuecks

Review of Minutes: G. Young made motion, J. Core seconded, to approve the HSD Board minutes from the June 17, 2010, meeting as distributed. Carried.

Budget Projection for 2010: A total 2010 shortfall of \$375,000 is projected at this point in time due to higher than anticipated usage of inpatient services and out-of-home placements of children. The shortfall would be covered by the fund balance rather than tapping into other County funding. This projection will be included as part of the 2011 budget information submitted to the County.

S. Follett made motion, seconded by P. Ustruck, to accept the 2010 projection report as presented. Carried.

2011 Budget Requests: The HSD 2011 budget is due to the Administrative Coordinator on August 31. Prior to that, there are many facets to our budget proposal. Each of the following of following components, if approved by the HSD Board, will also be submitted to the County as part of the proposed 2011 HSD budget.

CAPITAL OUTLAY REQUEST 2011--Two vehicles used by Acute Care Services and Behavioral Health may need to be replaced next year due to their age and high mileage. The third item requested relates to the PAC remodeling, including the client lounge and secure medical area. Although the amount is yet to be determined, we will use the restricted audit account for payment.

R. Gundrum made motion to approve the 2011 Capital Outlay Request as presented; P. Ustruck seconded. Carried.

(PRESENT: Herb Tennies, County Board Chairperson)

OUT OF STATE TRAVEL REQUEST 2011--This item refers to three Economic Support Specialists' attendance at the Supplemental Nutrition Assistance Program (SNAP) Education and Training Conference to be held in Michigan in 2011.

Motion made by G. Young to accept the out-of-State travel request as presented; J. Schultz seconded. Carried.

POSITION REQUESTS 2011--The following requests were presented: (1) upgrade the current E1 Mental Health Technician in ACS to an E2 Mental Health Specialist/Crisis Intervention at a cost of \$1,859; (2) increase the hours of the Psychiatric Social Worker ACS to full-time status at a cost of \$19,668 which does not include health insurance benefits; (3) upgrade a current H3 Secretary/Receptionist to H4 Case Management Technician at a cost of \$981; (4) add another full-time E6 Family Services Supervisor in the Children and Families Division at a cost of \$91,574 which does include health insurance benefits; and (5) eliminate a currently unfunded/unfilled Economic Support Lead Worker position and replace it with an Economic Support Specialist at a County cost of \$28,206.63 which takes into account 50% Federal match funding of \$28,206.62 for a total of \$56,413.25. These requests are being made based on increased duties and workloads.

G. Young made motion, J. Core seconded, to accept the five position requests as presented as part of the budget proposal with the stipulation that each request will be examined and prioritized at the August meeting. Discussion followed. Motion carried.

USER FEE RATES 2011--Recommended 2011 rates, along with 2010 comparison rates, were presented for these services: Youth Treatment Center (shelter care, residential care center, assessments); Family Court Custody/Visitation Studies; Child Day Care Provider Certification (information packet, certification process, recertification process, certification for day camps); Termination of Parental Rights Court Study; and Outpatient/Lifespan and Acute Care Services/Crisis (including rates for various professional disciplines).

Motion made by J. Schultz, M. Goeman seconded, to accept the 2011 HSD User Fees as presented. Carried.

What We Do/Goals and Accomplishments: Handouts were distributed and discussed. These will also be included in the proposed budget materials submitted to the County.

J. Schultz made motion to approve this handout as presented; S. Follett seconded. Carried.

Policy and Procedure Manual: Periodically, departmental best practices, policies and procedures will be brought to the HSD Board for review and approval. A list of examples was distributed and discussed.

Director Report: A written report was distributed and explained by J. Strachota. Topics included the relationship between local adult family home providers and the two local care management organizations, Family Care in general, the Youth Treatment Center, responding to media contacts on HSD matters, topics at the Tuesday County Board meeting, M. Bloedorn receiving the Real Hero Award from the American Red Cross and the open house at the new location of the Positive Image Center.

The next HSD Board meeting is scheduled for 8:30 a.m. on Thursday, August 19, 2010.

Motion made by M. Goeman, seconded by R. Gundrum, to adjourn. Carried. Meeting adjourned at 10:45 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.*