

1 **LONG TERM CARE STEERING COMMITTEE**

2
3 Public Agency Center
4 West Bend, WI

January 29, 2008
9:00 a.m.

5
6 Present: Supervisors: Leslie Borman, James Schwartz, Daniel Stoffel
7 Excused: Charlene Brady

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9 Department Heads: Administrative Coordinator Douglas Johnson, Ed Somers, Jim Strachota, Linda
10 Olson, Mike Bloedorn, Sue Haag, Kim Nass

11
12 Also Present: Laura Kleber, DHFS; Ruth Reines, CCSA, Kay Thuecks, Jenny Kertscher, ADRC, and
13 Judy Steinert, Administrative Assistant.

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15 The meeting was called to order by Chairman Daniel Stoffel at 9:00 a.m. and affidavit of posting was
16 read.

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18 **REVIEW OF MINUTES**

19 Moved by Mr. Schwartz, seconded by Mr. Borman to approve the meeting minutes of January 11, 2008.
20 Motion carried.

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22 **FAMILY CARE UPDATES**

23 Ms. Olson reported that all ADRC contracts have been signed and returned to DHFS. The office
24 remodeling is still in progress but going well. Mr. Strachota reported that the Joint Committee on
25 Finance has approved the Family Care contract with DHFS and Washington County. The Memorandum
26 of Understanding with Community Care and Care Wisconsin are being reviewed and need to be signed
27 by March 1.

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29 **HUMAN SERVICES STUDY**

30 Mr. Johnson reported that the Executive Committee has assigned this committee the task of preparing a
31 Human Services Study. Counties are required by State law to administer a variety of health and human
32 services programs enacted by the State. Counties have had the option of organizing these programs
33 through multiple departments or through a combined human services department. Before establishing a
34 human services department, a county must prepare a feasibility study and a plan for how to continue the
35 services of separate departments in the human services department. To qualify as a human services
36 department at least the comprehensive services agency and the department of social services must be
37 included.

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39 Mr. Johnson stated he is prepared to write the humans services study with the assistance of the
40 committee, the CCSA and DSS Program Directors and Finance Director. Meetings will be public and
41 input considered from other County Board Supervisors, department heads, interested consumers and the
42 public. The Study Report or a preliminary progress report will be brought to the Executive Committee
43 on February 26. The County Board can then take action on the human services department structure
44 proposal on either March 11 or April 15.

45
46 **WIS STATS S46.23 COUNTY DEPARTMENT OF HUMAN SERVICES**

47 Mr. Johnson reviewed key portions of the State Statutes 46.23. The statutes provide a clear mission for
48 a county department of human services. The establishment of a human services department can be done
49 by resolution of the County Board. The statutes also state that the powers and duties that applied to both

1 CCSA and DSS must all be applied to the human services department. The human services board must
2 be composed of not less than 7 nor more than 15 persons of recognized ability and demonstrated
3 interested in human services. Not less than one-third nor more than two-thirds of the board may be
4 county board members. At least one member appointed to a county human services board shall be an
5 individual who receives or has received human services or shall be a family member of such an
6 individual. The remainder of the board members shall be consumers of services or citizens-at-large.

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8 **ORGANIZATIONAL STRUCTURES**

9 Mr. Johnson reviewed the organizational units of human services departments for several counties.
10 Jefferson County was the latest county in the state to reorganize human services department. The
11 independent study that was created is on their website and explains why they chose the revised
12 organizational structure they will be using.

13
14 Ms. Kleber, Area Administrator with DHFS reviewed the Information Guideline for Counties interested
15 in developing a County Human Services Department. Ms. Kleber will be available to assist Washington
16 County in the creation of the human services department study.

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18 **STUDY QUESTIONS FROM COMMITTEE**

19 Mr. Johnson would like to prepare a list of all the issues that need to be looked at for the next committee
20 meeting. Input should come from the departments involved, supervisors, as well as Finance, Human
21 Resources and the County Attorney.

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23 **NEXT MEETING DATE**

24 The next meeting dates are Friday, February 15 at 9:00 a.m. and Monday February 25 at 9:00 a.m.

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26 **ADJOURNMENT**

27 Moved by Mr. Schwartz, seconded by Mr. Borman to adjourn at 10:45 am. Motion carried.

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30
31 Brenda Jaszewski, County Clerk
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