

1 **LONG TERM CARE STEERING COMMITTEE**

2  
3 Government Center  
4 West Bend, WI

February 25, 2008  
9:00 a.m.

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

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

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11 Also Present: Laura Kleber, DHFS; Ruth Reines, CCSA, Sandy Hoefert, DSS, Janel Wessel, Kay  
12 Thuecks, Deb DuFour, Carolyn Mangan-Casey, Stacy Burmeister and Judy Steinert, Administrative  
13 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 February 15,  
20 2008. Motion carried.

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22 **REVIEW OF DRAFT HUMAN SERVICES STUDY REPORT**

23 Mr. Johnson reviewed the draft of the Human Services Study Report. The report is divided into two  
24 Chapters. Chapter I of the Study reviews the Feasibility of creating a Human Services Department;  
25 Chapter II outlines the Implementation Plan. The Study Committee supports the development of an  
26 implementation plan for a human services department which combines CCSA and DSS effective May 1,  
27 2008. It is agreed this is the right time for Washington County to work out the details of this merger into  
28 a structure that has become the norm in most Wisconsin counties.

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30 Section XIII of the Study Report – Summary and Next Steps.

- 31 1. Study Report Comments, Review and Completion – The Study Committee recommends that the  
32 draft Study report be distributed widely for comments and questions from all interested parties.  
33 The Administrative Coordinator will prepare a summary of comments received and any  
34 recommended revisions to the Study Report, mailed to the Study Committee with a meeting  
35 agenda on March 13. This is with the intent of keeping to the Human Services Study Timeline as  
36 adopted February 15.
- 37
- 38 2. Board Changes – The Study Committee Chairperson should report to the County Board on  
39 March 11 of the recommendation to replace the CCSA Board and Social Services Board with a  
40 nine member Human Services Board as outlined in section V. (Governance) of the  
41 Implementation Plan. The plan for six Supervisors, three citizens will be affirmed or revised for  
42 the final Study Report.
- 43
- 44 3. Personnel Changes – The Study Committee recommends the preparation of a Human Services  
45 staffing ordinance for review by the Administrative Services Committee on March 27. This  
46 ordinance should create the positions of Director and Deputy Director of the HSD, eliminate the  
47 positions of CCSA Program Director and DSS Director, reclassify the DSS Deputy Director  
48 position as the Children and Families Coordinator, and consolidate the list of all other existing  
49 CCSA and DSS positions into a list of authorized positions for the HSD.

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- 4. County Board Resolution – The Study Committee recommends a resolution accepting the Study Report Feasibility Study and Implementation Plan and establishing a Human Services Board and Department effective May 1, 2008. The resolution will be reviewed and acted on by the Study Committee and Executive Committee on March 20 and March 25 respectively.

Moved by Ms. Brady, seconded by Mr. Schwartz to tentatively endorse the four action steps outlined in Section XIII of the Study Report Implementation Plan. Motion Carried.

**QUESTIONS AND CONCERNS FROM COMMITTEE**

There were no questions or concerns from the committee or others present.

**NEXT MEETING DATE**

The next meeting date is scheduled for Thursday, March 20 at 9:00 a.m.

**ADJOURNMENT**

Moved by Mr. Borman, seconded by Mr. Schwartz to adjourn at 10:50 am. Motion carried.

Brenda Jaszewski, County Clerk