

1 **LONG TERM CARE STEERING COMMITTEE**

2  
3 Government Center  
4 West Bend, WI

February 15, 2008  
9:00 a.m.

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

8  
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, Sandy Hoefert, DSS, Peter German, Human  
13 Resources, and 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. Borman, seconded by Mr. Schwartz to approve the meeting minutes of January 29, 2008.  
20 Motion carried.

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22 **FAMILY CARE UPDATES**

23 Ms. Olson reported that the ADRC remodeling has been completed. An ADRC Supervisor has been  
24 hired and will be starting February 21. Interviews are taking place for the Benefit Specialist positions.  
25 Mr. Strachota reported that the CMO's will now be hiring the nurses instead of the County, therefore  
26 they will not be County employees. The Developmental Disability Benefit Specialist Position will be  
27 upgraded to Case Manager. The final transition plan includes 493 clients with an additional 170 on the  
28 waiting list. The first roster of clients has been identified and needs to be submitted to the State by  
29 March 1.

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31 **REVIEW OF MOU'S WITH CARE MANAGEMENT ORGANIZATIONS**

32 Mr. Strachota distributed a basic outline of what is included in the MOU's between Washington County  
33 and Care Wisconsin and Washington County and Community Care. The MOU's have been approved by  
34 DHFS so any future changes will require State approval. The MOU's name the ADRC Board as the  
35 Family Care governing Board for the County. The MOU's adequately state the services the  
36 Management Care Organizations will provide and accepts responsibility for individual and service  
37 plans.

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39 Moved by Mr. Schwartz, seconded by Mr. Borman to direct the Administrative Coordinator to enter into  
40 a Memorandum of Understanding with both Community Care and Care Wisconsin, after adjustments  
41 have been made to the satisfaction of the County. Motion carried.

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43 **INITIAL STEPS WITH HUMAN SERVICES STUDY**

44 Mr. Johnson reviewed the steps that have been taken thus far with the Human Services Study.

- 45 ♦ Staff meetings were held with DSS and CCSA to inform them of the Human Services Study.
- 46 ♦ Mr. Johnson worked with Human Resources to send a letter to the DSS unions informing them of the  
47 Human Services Study. A meeting is scheduled to discuss it further.
- 48 ♦ Mr. Johnson has had meetings with the Finance Director, Human Resources Director and County  
49 Attorney to get feedback on issues and concerns regarding the Study.

- 1 ♦ The Finance Director will create two workgroups. One group will work on the Financial aspects and
- 2 the other on Information Systems issues.
- 3 ♦ Adult Protective Services is an area that will have changes. Mr. Johnson scheduled a meeting with
- 4 the affected department heads to discuss these changes.
- 5 ♦ Mr. Johnson spoke with Facilities regarding the 2<sup>nd</sup> and 3<sup>rd</sup> floor stairwells at the PAC. A card
- 6 reader could be added to these floors at less than \$500 to allow for better circulation between the two
- 7 departments.
- 8 ♦ A Human Services Study PowerPoint presentation was given to the County Board at their February
- 9 meeting.
- 10 ♦ Mr. Johnson has been meeting regularly with the CCSA and DSS directors to continue to work
- 11 through issues.

**TIMELINE FOR APRIL 15 COUNTY BOARD RESOLUTION**

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14 Mr. Johnson reviewed the timeline drafted for completion of the Human Services Study. The first draft  
15 Study report should be ready for the Committee to review on February 25. A progress report along with  
16 the draft study will be presented to the Executive Committee on February 26. A public hearing will be  
17 scheduled for March 19 at 7:00 pm. The LTC Steering Committee will then meet again on March 20<sup>th</sup>  
18 to review the final report and make recommendations. The final report and a resolution will be  
19 forwarded to DHFS for review and action prior to the April 15 County Board meeting. The County  
20 Board can then take action on the Resolution and Phase I Ordinance revisions at the April meeting. The  
21 County Board Chair will make recommendations on the Human Services Board members on May 1 with  
22 County Board action on the appointments at the May 13 County Board meeting. Development and  
23 implementation of Phase 2 organizational changes by the Human Services Board and Director will take  
24 place from July 2008 to December, 2009.

**PROPOSED OUTLINE FOR HUMAN SERVICES STUDY**

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27 Mr. Johnson reviewed the Human Services Study Outline. His plan is to complete a draft study report  
28 for the next LTC Steering Committee meeting on February 25. The Committee will go through each  
29 section at that time and make changes as needed.

**QUESTIONS AND CONCERNS FROM COMMITTEE**

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32 Mr. Schwartz recommended that the Human Services Board consist of six County Board Supervisors  
33 and three citizens. The advantages include more County Board continuity when supervisor's  
34 appointments are changing and uniform groups of appointments in each of the three rotating term  
35 classes. There was consensus that the Study Report should include this recommendation.

**NEXT MEETING DATE**

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38 The next meeting dates are Monday, February 25 at 9:00 a.m. and Thursday, March 20 at 9:00 a.m.

**ADJOURNMENT**

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