

1 **LONG TERM CARE STEERING COMMITTEE**

2
3 Public Agency Center
4 West Bend, WI

March 20, 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, Kay Thuecks, and Judy Steinert,
12 Administrative Assistant.

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

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17 **REVIEW OF MINUTES**

18 Moved by Mr. Borman, seconded by Ms. Brady to approve the meeting minutes of February 25, 2008.
19 Motion carried.

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21 **REVIEW COMMENTS ON STUDY REPORT AND PROPOSED HUMAN SERVICES BOARD**
22 **AND DEPARTMENT**

23 Mr. Johnson reviewed questions and comments received at the Public Hearing held on March 19, 2008.
24 Representatives from several service agencies, St. Joseph’s Hospital and West Bend Police attended the
25 hearing.

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27 **REVIEW UPDATED DRAFT HUMAN SERVICES STUDY REPORT**

28 Mr. Johnson reviewed the changes made to the Human Services Study Report since the February 25
29 meeting. Wording in the Personnel section of the Plan was discussed with the Human Resource Director
30 to finalize. Meetings that were held as planned with department staff will be noted. Ms. Kleber
31 recommended steps to be taken to facilitate review of the final report by the Department of Corrections
32 and Department of Workforce Development, as well as DHFS. The next steps included in the conclusion
33 of the Study Report are these.

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35 1. County Board Resolution – The Study Committee recommends a resolution accepting the
36 Study Report Feasibility Study and Implementation Plan and establishing a Human Services Board and
37 Department effective May 1, 2008. The proposed resolution is included as Appendix F. An official copy
38 of the approved Study Report will be forwarded to DHFS on March 28 for State review and approval.
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40 2. Human Services Board Ordinance – The Study Committee recommends an ordinance creating
41 a nine member Human Services Board as outlined in section V. (Governance) of the Implementation
42 Plan, to replace and assume all authority and responsibilities of the current Social Services Board and
43 CCSA Board. The proposed ordinance is included as Appendix G.
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45 3. Personnel Changes – The Study Committee requests that the Director of Human Resources
46 prepare a Human Services staffing ordinance. This ordinance should create the positions of Director and
47 Deputy Director of the HSD, eliminate the positions of CCSA program Director and DSS Director, and
48 reclassify the DSS Deputy Director position as the Children and Families Coordinator. A more complete

1 amending of County Code for all other existing CCSA and DSS positions will be accomplished at an
2 appropriate, later time recommended by the Human Services Director.

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4 **RECOMMENDATION TO EXECUTIVE COMMITTEE AND COUNTY BOARD**

5 A Draft resolution on the Human Services Feasibility Study and Implementation Plan was distributed for
6 review. Mr. Johnson will take the suggested changes to the County Attorney to finalize.

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8 Moved by Ms. Brady, seconded by Mr. Borman to forward the draft resolution with the suggested
9 changes to the Executive Committee. Motion carried.

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11 Mr. Johnson review proposed changes to Chapter 6 of the County Code. Moved by Mr. Schwartz,
12 seconded by Mr. Borman to recommend the draft changes of Chapter 6 to the Executive Committee with
13 similar wording as presented subject to final review by the County Attorney. Motion carried.

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15 **ADJOURNMENT**

16 Moved by Ms. Brady, seconded by Mr. Schwartz to adjourn at 10:18 am. Motion carried.

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Brenda Jaszewski, County Clerk