

WASHINGTON COUNTY HUMAN SERVICES DEPARTMENT (HSD)
BOARD OF DIRECTORS

January 17, 2013

Meeting called to order at 8:00 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: Michael Bassill, Les Borman, John Bulawa, Dawn Eyre,
Ralph Hensel, Paul Ustruck

MEMBER EXCUSED: Sarah Follett

MEMBER ABSENT: Kristine Deiss

GUEST: Doug Johnson, Washington County Administrative
Coordinator

HSD STAFF PRESENT: Karen Alt, Lori Landy, Angela Schickert, Jim Strachota

Review of Minutes: D. Eyre made motion, M. Bassill seconded, to approve the HSD Board minutes from the November 15, 2012, meeting as distributed. Carried.

2012 Financial Update: This report includes data through November 30, 2012. A deficit is projected for 2012 mainly due to child residential placements and inpatient usage. Remaining 2012 County funding as of November 30 is \$827,198 or 8.43%. The 2012 financial closing is scheduled for February 15, and more definitive numbers will be available at the next HSD Board meeting.

Staffing Ordinance Change Request: With the requirement that the County follow the Federal Fair Labor Standards Act (FSLA) as of the first of the year, issues of exempt versus non-exempt employees and the definition of part-time employees arose for HSD. A request was presented to increase a psychiatric social worker position from 29 to 32 hours per week, or three-quarter time status, and to set a registered nurse position at 24 hours per week to comply with FSLA requirements. If the HSD Board approves, these position change requests would be presented to the County Administrative Services Committee and ultimately to the full County Board as part of an entire County personnel change package.

Following discussion, P. Ustruck made motion, D. Eyre seconded, to approve the staffing ordinance change request and forward it to the County for consideration. Carried.

(MEMBERS PRESENT: Jane Schultz arrived at 8:30 a.m.)

Recommendation to Consider Change in Computer Software: Currently, HSD uses several computer programs and systems, including Lotus Notes, AS/400 and Lytec, to support its operations in the areas of case notes/records, client demographics and activities, billing and State reporting. The County plans to phase out the use and support of the Lotus Notes and AS/400 systems by 2014. HSD is proposing to contract for a single, uniform system that would satisfy all of HSD's software needs, including operating licenses, training, data importing and customization as needed in the future.

As instructed during 2013 budget preparations, payment for the one-time, initial expense would come from the County general fund. Any ongoing and maintenance expenses would be paid from the HSD budget. Bids would be requested per County ordinance. This would be included as part of a request with the property tax system to phase out the Lotus Notes and AS/400 systems. Discussion followed.

P. Ustruck made motion to consider a change in the software system as discussed; D. Eyre seconded. Motion carried.

CLOSED SESSION pursuant to s. 19.85 (1)(c) Wis. Stats. "Considering annual performance evaluation data of the Director": Motion made by M. Bassill, seconded by R. Hensel, to enter into closed session. Motion carried unanimously on a roll call vote.

Re-open Meeting: D. Eyre made motion to return to open session; M. Bassill seconded. Per roll call vote, motion carried unanimously.

Future Agenda Items: None. Contact HSD staff regarding suggestions for additional agenda items.

The next meeting is scheduled for Thursday, February 21, 2013, to begin at 8:00 a.m.

Motion made by J. Schultz, seconded by J. Bulawa, to adjourn. Carried. Meeting adjourned at 10:02 a.m.

Respectfully submitted,

Dawn Eyre, Board Secretary
Karen Alt, Recording Secretary

Copies of all non-privileged material pertinent to this meeting are available at HSD offices.