

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**Thursday, January 29, 2009**

**Board Members Present:** Jim Mode, Richard Jones, Pam Rogers, Gail Towers Macaskill, Jim Schultz, John McKenzie and Marty Powers.

**Others Present:** Tom Schleitwiler, Dan Gebauer, Sydney Wesemann, Donna Hollinger, Gary Petre, Sharon Schmeling and Earlene Ronk.

**1. CALL TO ORDER**

Mr. Mode called the meeting to order at 9:35 a.m.

**2. ROLL CALL/ESTABLISHMENT OF QUORUM**

Quorum established

**3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**

Compliance attained

**4. REVIEW OF THE AGENDA**

No changes

**5. PUBLIC COMMENT**

No comment

**6. APPROVAL OF DECEMBER 1, 2008 BOARD MINUTES**

Ms. Rogers made a motion to approve the December 1, 2008 board minutes.

Mr. Jones seconded.

*Motion passed unanimously.*

**7. APPROVAL OF DECEMBER 8, 2008 FINANCE COMMITTEE MINUTES**

Mr. Powers made a motion to approve the December 8, 2008 finance committee minutes.

Mr. Schultz seconded.

*Motion passed unanimously.*

**8. APPROVAL OF JANUARY 12, 2009 FINANCE COMMITTEE MINUTES**

Mr. Schultz made a motion to approve the January 12, 2009 finance committee minutes.

Mr. Powers seconded.

**A. Review November 2008 Financial Statement**

Mr. Gebauer said that the November statement has a deficit of \$138,309. He hopes that we will get back to zero for the December statement once we get all of the final bills in and do the final adjustments. He said that we don't have the December Mendota bill yet though, and that could make a very large impact one way or the other. Mr. Gebauer reiterated that the three major areas of impact are hospitalizations, medication and alternate care.

Mr. Gebauer also reminded everyone that this budget was done in the summer of 2007, and since then Family Care has been implemented, so some revenues (CIP 1A & 1B) and expenditures are equally distorted.

**9. INFORMATIONAL DISCUSSION – COUNTRYSIDE HOME, CONSIDERATIONS RELATED TO SALE OF FACILITY, AND PUBLIC CARE OBLIGATIONS – EARLENE RONK, ADMINISTRATOR**

In consideration of the idea of closing or selling Countryside to help balance their 2010 \$3.3 million dollar tax levy, Ms. Ronk spoke to the Board about options directly related to Countryside Home. A paper called "Role of Wisconsin's County Nursing Homes" was also presented to the board which identifies factors that should be considered before a county attempts to close or sell their facility.

Ms. Ronk said that she has contracted with an individual to do a study in order to find ways to increase revenue and/or decrease expenses, as well as determining what the bed capacity is in the County and if a household would close, what that long-term impact would be on the County. She has also been involved in numerous discussions with several groups to explore options. Some of the options included:

- Have a discussion with the Union about reopening up their contracts to retract their 2009 wage increase, which would also include non-union staff and/or to pay for a portion of their health insurance.
- Close one of the 18-22 bed households and reclassify it to an assisted living unit.
- Decrease Medicaid and increase Medicare patients to generate more revenue.
- Partnering with Rainbow Hospice Care.

There was much Board discussion regarding these issues as well as discussion about what other counties do, what is our responsibilities are, and what the impact of these options would be, all with the understanding that each one of them brings positive as well as negative outcomes.

**10. REVIEW OF 2009 FINAL BUDGET SERVICES/PROGRAMS/MANDATE LEVELS**

Mr. Gebauer presented a two page report listing the services/programs that were a part of the 2009 final budget. The report includes the service/program in alphabetical order, the expense, collection, funding and tax levy associated with it. A mandate level is also attached to each service/program which is explained in-depth on page two. Mr. Gebauer explained that legally we can't touch anything identified with a 1 or 2, including if it has an A or B attached to it.

**11. NUTRITION PROJECT COUNCIL APPOINTMENTS – RITA THOMPSON, WATERLOO AND CAROLYN MCCLEERY, FORT ATKINSON**

Ms. Rogers made a motion to approve Rita Thompson and Carolyn McCleery to the Nutrition Project Council. Mr. McKenzie seconded.

*Motion passed unanimously.*

**12. REVIEW 2009 BOARD MEETING SCHEDULE**

The following changes were made to the existing 2009 Board Schedule:

- Change the time of the June 25<sup>th</sup> meeting to begin at 5:00 p.m. with the Public Hearing to immediately follow at 6:00 p.m.
- Cancel the November meeting
- Change the December 31<sup>st</sup> meeting to December 7<sup>th</sup>

**13. DISCUSS DIRECTOR RETIREMENT AND SUCCESSION PLANNING**

Mr. Schleitwiler presented the board with his formal notice of retirement that will be effective May 8, 2009. He also included legal language from the Wisconsin Statute that defines the role of the Human Services Director.

Mr. Schleitwiler said that he understands the importance of this role and would be available for the selection process as the Board and Administration would deem necessary.

Mr. Petre discussed the timeline for the process as follows. The ad will be in the several major areas including local and state papers, JobNet, the Wisconsin Job Bulletin, The Wisconsin Counties Association, WCHSA, and State Regional Offices. It was not sent outside of Wisconsin due to the importance of understanding Wisconsin law. The deadline for applications is February 9<sup>th</sup>. At that time, applications will be screened and the top 5 or 6 applicants will interview with an interview panel consisting of Jim Mode, an individual from the State as well as several other individuals. The final 2 or 3 applicants will be introduced to the Human Services Board meeting in March. The finalist's name will then be presented to the Board of Supervisors on April 21<sup>st</sup>. They would like to new Director to work with Mr. Schleitwiler for the two weeks prior to his retirement date of May 8<sup>th</sup>.

**14. ADJOURN**

Ms. Towers made a motion to adjourn the meeting. Mr. Jones seconded.  
*Motion passed unanimously.*  
Meeting adjourned at 11:05 a.m.

**NEXT BOARD MEETING**  
Thursday, February 26, 2009  
9:30 a.m.  
Workforce Development Center  
874 Collins Road, Room 103  
Jefferson, WI 53549