

**JEFFERSON COUNTY HUMAN SERVICES  
Board Minutes  
Thursday, March 27, 2008**

**Board Members Present:** Jim Mode, Pam Rogers, Richard Jones, Marty Powers, John McKenzie, Rodney Laudenslager and Jim Schultz

**Absent:**

**Others Present:** Tom Schleitwiler, Dan Gebauer, Donna Hollinger, Gail Scott, Autumn Pohlman, Katie Bowers, and Gary Petre.

**1. CALL TO ORDER**

Mr. Mode called the meeting to order at 9:30 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**

The agenda was reviewed with no changes.

**5. PUBLIC COMMENT**

Mr. Mode thanked Mr. Laudenslager for his valuable service to Board.

**6. APPROVAL OF FEBRUARY 29, 2008 BOARD MINUTES**

Ms. Rogers made a motion to approve the February 29 board minutes.

Mr. Powers seconded.

*Motion passed unanimously.*

**7. APPROVAL OF MARCH 10, 2008 FINANCE COMMITTEE MINUTES**

Mr. Powers made a motion to approve the March 10, 2008 finance committee minutes.

Mr. McKenzie seconded.

*Motion passed unanimously.*

**8. PRESENTATION/DISCUSSION – CHILD PROTECTION AND FAMILY SERVICES TEAM, AUTUMN POHLMAN, SUPERVISOR**

Mr. Schleitwiler introduced Autumn Pohlman and Katie Bowers to the Board. Ms. Pohlman began by discussing what their team does, specifically working with families and trying to keep children safe and families together. She then introduced Ms. Bowers, who talked about a case she had and how she worked with the Mom and family.

Ms. Pohlman then told the Board that April is Child Abuse Prevention Month. She said that their team is involved in several projects to bring awareness to the community. Some of these projects are:

- placing signs around towns
- putting blue ribbons around trees
- donating special placemats to restaurants
- having a booth at the Care and Share Fair
- talking on WFAW radio
- presentations at schools

Mr. Schleitwiler added that the annual report provides the statistics and trends for the child abuse and neglect cases that we get. He also said that the success of preventing child abuse and neglect is a team effort by dedicated individuals who can handle this difficult problem.

Mr. Mode asked if we receive any funding for this and Mr. Gebauer said that the majority of the money comes from the county. Ms. Pohlman added that they utilize many local agencies for support including the Salvation Army, St. Vincent DePaul and Energy Assistance. She emphasized that they also utilize other teams for assistance if necessary and everyone is willing to help however they can.

**9. COUNTY BOARD RESOLUTION – APRIL CHILD ABUSE PREVENTION MONTH**

Ms. Pohlman asked the Board if they would approve a resolution proclaiming April to be Child Abuse and Neglect Prevention Month. (resolution attached)

Mr. McKenzie made a motion to approve the resolution and to pass it on to the County Board for their approval. Mr. Schultz seconded.

*Motion passed unanimously.*

**10. UPDATE ON FAMILY CARE PLANNING**

**A) STATUS OF AGING AND DISABILITY RESOURCE CENTER APPLICATION**

Mr. Schleitwiler reported that he, Mr. Gebauer and Ms. Torum had a conference call with the State to review the ADRC application. He reported that they had no questions regarding the budget and only had to make minor modifications. He added that the new job descriptions are finished and that the ADRC Coordinator position has been posted and interviews will be held next week. After hiring a Coordinator, we will hire ADRC social workers and then a Disability Benefit Specialist. The new Coordinator will be a part of this hiring process. We may be hiring most of these positions from internal staff, so we would have to replace them. After everyone is hired, Mr. Schleitwiler reported that community education will begin via radio and newspaper and the case managers will be talking with their consumers.

**B) WITHDRAWAL OF COMMUNITY LIVING ALLIANCE AS CARE MANAGEMENT ORGANIZATION**

Mr. Schleitwiler reported that Community Living Alliance, one of the Managed Care Organizations, has withdrawn as a subcontractor for the State due to financial concerns. He said that this doesn't change our plan because Care Wisconsin is very capable and we know that they will be able to handle all of our clients and staff. We have a great relationship with them.

**C) STATUS OF SPACE PLANNING**

Mr. Schleitwiler reported that they had a meeting with Care Wisconsin to discuss their space needs. They need 5,000 square feet and this is more than we have to offer. They will be looking for rental space in the area and our staff will re-locate with them. We will gain space which will be used to re-locate our "Families Come First" team.

**11. REVIEW AND APPROVAL OF REQUEST TO ELIMINATE A CSP TECH POSITION AND CREATE A CSP MASTER'S DEGREE POSITION**

Mr. Schleitwiler discussed the benefits of eliminating a CSP tech position and creating a CSP master's position. He referenced the sheet "Request to fill a new position" (attached) which shows the financial implications of each position. Mr. Gebauer said that making this change will not only save levy of \$31,361 for 2008, but will also increase revenues over costs by \$12,311, totaling a net gain of about \$43,600. He added that this change will also allow for a greater level of program flexibility in duty assignments. Mr. Schleitwiler said that he got approval from Administration and is on the Human Resource agenda. It will then need approval from the County Board.

Mr. Laudenslager made a motion to approve the request and to send it on to the County Board. Mr. McKenzie seconded.

*Motion passed unanimously.*

**12. PLANNING FOR BOARD MEMBER ATTENDANCE AT SPRING WISCONSIN COUNTY HUMAN SERVICES CONFERENCE, MAY 7-9, 2008.**

Mr. Schleitwiler discussed the Spring Wisconsin Human Services Conference. (flyer attached) It will be held in Wausau from May 7 – 9.

**13. TENTATIVE FUTURE AGENDA ITEMS, MEETING DATE AND LOCATION**

Next board meeting will be held on Thursday, April 24 at 9:30 in room 103 of the Workforce Development Center, 874 Collins Rd, Jefferson.

**14. ADJOURN**

Mr. Laudenslager made a motion to adjourn the meeting. Mr. McKenzie seconded.

*Motion passed unanimously.*

Meeting adjourned at 11:00 a.m.

Respectfully submitted by Donna Hollinger