

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
Thursday, April 24, 2008

Board Members Present: Jim Mode, Pam Rogers, Richard Jones, Marty Powers, John McKenzie, and Jim Schultz (only 6 members due to one vacancy)

Absent:

Others Present: Tom Schleitwiler, Dan Gebauer, Donna Hollinger, 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**
No comments

6. **APPROVAL OF MARCH 27, 2008 BOARD MINUTES**
Mr. Powers made a motion to approve the March 27, 2008 board minutes.
Mr. McKenzie seconded.
Motion passed unanimously.

7. **APPROVAL OF APRIL 14, 2008 FINANCE COMMITTEE MINUTES**
Mr. McKenzie made a motion to approve the April 14, 2008 finance committee minutes.
Mr. Powers seconded.
Motion passed unanimously.

8. **UPDATES, AGING AND DISABILITY RESOURCE CENTER AND FAMILY CARE PLANNING**
Mr. Schleitwiler referred to the Family Care Implementation Meeting Minutes (attached) and said that during the meeting, space requirements for Care Wisconsin were addressed. Care Wisconsin indicated that locating at the Human Services building would not be feasible and that they will continue to pursue other options.

Mr. Schleitwiler reported that an internal candidate was promoted to the ADRC coordinator position. Postings for three other ADRC social worker positions are currently posted and the posting for the Disability Benefit Specialist will go up as soon as the job description has been completed. He said that the ADRC waiting room will be in the health dept lobby and the staff

will be down the hall. Signage has been ordered and we will have a welcoming presentation of the center. Things are moving along smoothly.

He reported that Ms. Torum has made the necessary responses to the state to complete the plan and he congratulated her and Mr. Gebauer for doing such a great job.

9. FACILITY CLOSING AND DOWNSIZING – ST COLETTA OF WISCONSIN AND BETHESDA LUTERAN HOMES AND SERVICES, DEPARTMENTAL IMPACTS AND PLAN

Mr. Schleitwiler reported that he received a letter from the state (attached) as well as a call from St. Coletta notifying him that they are closing their Alverno – ICF/MR. The letter from the state approved the closing which involves relocating 45 residents. Approximately 15 – 20 of these individuals will be Jefferson County residents. Mr. Schleitwiler also informed the board that Bethesda will be downsizing and will also be relocating another 15 individuals.

Mr. Schleitwiler said that he discussed his concerns with the state and has subsequently received a letter from them (attached) to guarantee funding to pay for another social worker position to handle this caseload. He added that this position will be funded until these individuals transition into Family Care.

10. REVIEW OF CURRENT PERSONNEL REQUESTS AND CHANGES

Mr. Schleitwiler presented the board with the following personnel requests: (attached)

1. Create an additional Human Services Professional I position for the DD team to handle the new clients coming to us from St. Coletta and Bethesda, as discussed in item #9. This position would be funded by the state.
2. To eliminate the Alzheimer's Support Coordinator position and create a Human Services Professional I, grade 20. This position would not require any county tax levy.
3. Create an ADRC/Aging Services Manager and eliminate the position of Aging/Long Term Support Supervisor. This will accommodate one of the organizational changes recommended from the Human Services study.

Ms. Rogers made a motion to approve all of the requests as presented under item #10.

Mr. Powers seconded.

Motion passed unanimously.

11. REVIEW OF 2009 PERSONNEL REQUESTS

Mr. Schleitwiler presented the board with the following personnel requests for 2009: (attached)

1. Create four additional Human Services Professional I to meet the prescribed caseload standards for Family Care/Partnership programs. These positions will be funded by more than 100% by the MCO.
2. Add one Economic Support Specialist position to help alleviate the extremely high caseloads of current ESS positions. The county is at a financial risk if there are errors in their reporting, which can happen due to overwhelming caseloads. A current levied staff member from the "Families Come First" program may be

transferred, which may void this request. This position will be 50% funded by federal income maintenance administrative funding.

3. Create Administrative Services Division Manager to oversee administrative functions of the Department. This position also supports the organizational changes that were recommended by the study.

Ms. Rogers made a motion to approve the 2009 personnel requests as presented with the contingency of the need to create a new Economic Support Specialist.

Mr. McKenzie seconded.

Motion passed unanimously.

12. REVIEW OF 2009 MANAGEMENT INFORMATION SYSTEMS BUDGET REQUEST

Mr. Gebauer presented the budget request and discussed in detail the Department's computer and printer needs. (attached) He itemized the position needing the computer, the funding source for the computer, the computer type and the quantity.

The total requests are as follows: 7 desktop computers, 3 notebook computers, 42 replacement computers, 1 new printer, 2 replacement printers and 3 new telephones, but emphasized that there may be changes to this plan.

Ms. Rogers made a motion to approve the 2009 MIS Requests as presented with the understanding that there may be some uncertainties which could change the budget.

Mr. Jones seconded.

Motion passed unanimously.

13. DISCUSSION AND PLAN FOR 2008-09 BOARD MEETING DATES AND TIMES

The members agreed to continue to hold meetings on the last Thursday of every month at 9:30 a.m.

A public hearing always follows the June board meeting and is held in the evening to accommodate the public. It was decided to hold the June board meeting on Thursday, June 26 at 5:00 p.m. followed by the public hearing at 6:30 p.m. in room 103 of the Workforce Development Center.

14. ADJOURN

Mr. Powers made a motion to adjourn the meeting. Ms. Rogers seconded.

Motion passed unanimously.

Meeting adjourned at 10:45 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Thursday, May 29, 2008

9:30 a.m.

Workforce Development Center

874 Collins Road, Room 103

Jefferson, WI 53549