

JEFFERSON COUNTY HUMAN SERVICES
Board Minutes
Thursday, May 29, 2008

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

Absent: Gail Towers Macaskill

Others Present: Tom Schleitwiler, Dan Gebauer, Donna Hollinger, Jill Johnson, Gary Petre, Gail Scott and Trinity Health Care.

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**
The agenda was reviewed and items #12 and #13 were moved to discuss before item #9.

5. **PUBLIC COMMENT**
No comments

6. **APPROVAL OF APRIL 24, 2008 BOARD MINUTES**
Ms. Rogers made a motion to approve the April 24, 2008 board minutes.
Mr. Jones seconded.
Motion passed unanimously.

7. **APPROVAL OF MAY 12, 2008 FINANCE COMMITTEE MINUTES**
Mr. McKenzie made a motion to approve the May 12, 2008 finance committee minutes.
Mr. Schultz seconded.
Motion passed unanimously.

Mr. Gebauer reported on the first quarter financial statement. He indicated that we are in a deficit at the moment, but it is not necessarily a trend for the rest of the year. He reported that we are under-budget for Mendota by \$86,000. We are over-budget in Child Alternate Care, but are still working with the 10 children who were removed from their home several months ago.

8. **BOARD BUSINESS**
 - **Election of Officers**
The Board elected the following officers:
Chairman – James Mode
Vice Chair – Pam Rogers
Secretary – Richard Jones

- **Set November/December 2008 Board Meeting Dates**

The November meeting was cancelled

The December board meeting will be held on December 1st at 9:30 a.m.

9. DISCUSSION AND POSSIBLE RESPONSE TO TRINITY HEALTH CARE'S CONTRACT CONCERNS

Steve Appel, CEO of Trinity Health Care Staffing Services, wrote a letter to many of the County Supervisors and Departments (attached) regarding his concerns with their future role of providing in-home personal care, now that Care Wisconsin will be managing that area.

Mr. Appel stated that he had met with the CEO of Care Wisconsin last week and that they were very forthcoming and responsive to their concerns. He feels comfortable that dialogue will continue and that his concerns will be addressed.

10. REPORT FROM THE COUNTY ADMINISTRATOR ON CHANGES TO THE REPORTING RELATIONSHIPS OF STAFF IN SEVERAL COUNTY DEPARTMENTS

In Mr. Petre's absence, Mr. Schleitwiler reported that a memo was sent out on May 22 to the Administration & Rules Committee, (attached) to implement the change of the reporting relationship of the staff of the Veterans Service Department from the County Administrator to the Director of Human Services. This change is to be effective June 2, 2008.

Mr. Schleitwiler said that conceptually this may be a good idea, but that the Human Services Board is a legislatively created board and any changes to it must be approved by the board and a resolution passed by the board of supervisors.

Ms. Duesterhoeft, Veterans Services Officer, also voiced her concerns as they are bound by state statutes as well, which says that their Department must be "separately and distinctly from any other Department." Ms. Duesterhoeft said that moving to the Workforce Development Center is a benefit because Job Service and the Disabled Veterans Outreach Program staff are located there, but would like assurance that they would continue to be highly visible to the veterans.

After much discussion Mr. Mode said that they will need to discuss this further. Ms. Schmeling told Ms. Duesterhoeft to continue to report to Mr. Petre until further notice.

11. DISCUSSION ON WISCONSIN JOB SERVICE AND VOCATIONAL REHABILITATION CHANGES AND WORKFORCE DEVELOPMENT CENTER SPACE USAGE

Mr. Schleitwiler reported that a letter dated May 8, 2008, from Roberta Gassman, Secretary of the Department of Workforce Development, was sent out to the DVR staff discussing workforce redesign and improvements. Mr. Schleitwiler said that the letter indicated that due to federal funding cuts, DWD has decided to regionalize "Skills and Career" centers as well as implement a "Virtual Job Center." This means that the Jefferson Job Center DWD staff will be transferred to Madison. Ms. Johnson said that Job Service is trying to stay in this location, especially since there are so many computers here and services are in place, but she has been told that they will not be renewing their lease in August. The board then discussed donating one office space to Job Service as long as there is available space, so that Job Service can continue to provide services to Veterans.

The Division of Vocational Rehabilitation however, doesn't have enough space in the Madison Job Center, so they will hopefully continue to stay at the Jefferson location.

Mr. Schleitwiler added that there is a Workforce Development Board who will continue to work on this issue. Mr. Mode said that we will continue to discuss this topic at future board meetings.

12. REVIEW, DISCUSSION AND APPROVAL OF 2007 ANNUAL REPORT

Mr. Schleitwiler reviewed the 2007 annual report (attached) and discussed each area. He noted the many charts & graphs and discussed the trends. He indicated that we included two organizational charts this year; one is current and the other one includes the new management positions as recommended by last year's study.

Mr. Schleitwiler added that there are increases in economic support programs, contact records and mental health services. The mental health team is seeing an increase in young people and veterans.

Mr. Schultz talked about the "Wraparound" program and emphasized that there is a great collaboration between everyone including schools, law enforcement and Human Services. This ultimately makes a tremendous difference to the child. He believes that this is one of the reasons that we are seeing less delinquency and feels that this is also economically better as we are not duplicating services.

Mr. Schleitwiler ended by saying that overall we had a good year financially and provided quality services.

13. INTRODUCTION OF DIVISION OF FAMILY RESOURCES MANAGER, TERRI SMYTH-MAGNUS

Mr. Schleitwiler introduced Terri Smyth-Magnus, who is the new Division of Family Resources Manager. This position fulfills one of the management positions as recommended by the study.

Ms. Smyth-Magnus talked about her most recent position as Deputy Director at Marquette County, as well as her position with the State. She was the site leader of the child welfare review team that was at our Department last year and said that she had also worked here as a social worker under a current supervisor many years ago.

14. UPDATES, AGING AND DISABILITY RESOURCE CENTER AND FAMILY CARE PLANNING

Mr. Schleitwiler reported that everything is going well. Care Wisconsin has had several informational meetings with consumers and providers.

We only need to fill the Disability Benefit Specialist position for the ADRC. We are also working on a grand opening for the Center and are considering having our booth at the County Fair advertise its opening.

15. UPDATES, PROGRAM AND PERSONNEL CHANGES

Mr. Schleitwiler reported that we have 11 vacancies as of May 19. (see attached) We had to disband our Families Come First program due to losing the house that they were located in. We are however, meeting client needs and reassigning those staff to other programs.

One of the goals is to reassign one of these positions to Economic Support Services. As the annual report indicates, there has been an increase in services and the team is in dire need of extra help.

Mr. Schleitwiler said that this personnel issue was brought up at the Human Resource Committee meeting but was tabled for further examination. The Committee is concerned if this is the best way to utilize this position. He continued to say that this transfer would save the Department \$13,000 for the balance of this year and \$26,000 next year because we receive 50% funding for each Economic Support Specialist.

Mr. Gebauer added that Badger Care Plus will increase applicants, and from an organizational standpoint, overworking staff may increase mistakes. The State charges us for each mistake, costing the Department added expenses.

Mr. Mode said that while at the Wisconsin Counties Human Services Association, all of the counties had this same problem.

After more discussion about the reassignments from the Families Come First program, Mr. Gebauer will present the board with a spreadsheet on tax levy savings from transitioning these staff to other teams.

16. JUNE AGENDA ITEMS AND PLANNING

The next meeting is scheduled for 5:00 p.m. on Thursday, June 26, 2008, followed by a public hearing at 6:30 p.m. This will be held in room 103 of the Workforce Development Center, 874 Collins Road, Jefferson, WI.

Mr. Mode said that there will be an update on the restructuring of the Veteran's Department. Mr. Gebauer suggested discussing the donation that we give to the Rock River Free Clinic and how that will impact the new clinic located in Watertown.

17. ADJOURN

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

Motion passed unanimously.

Meeting adjourned at 11:30 a.m.

Respectfully submitted by Donna Hollinger