

**JEFFERSON COUNTY HUMAN SERVICES  
Board Minutes  
Thursday, October 30, 2008**

**Board Members Present:** Jim Mode, Pam Rogers, Gail Towers Macaskill and Marty Powers.

**Absent:** Jim Schultz, Richard Jones and John McKenzie

**Others Present:** Tom Schleitwiler, Dan Gebauer, Donna Hollinger, Sydney Wesemann and Sharon Olson.

**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 item #8 was moved to immediately follow #6.

**5. PUBLIC COMMENT**

No comments

**6. APPROVAL OF SEPTEMBER 25, 2008 BOARD MINUTES**

Ms. Rogers made a motion to approve the September 25, 2008 board minutes.

Mr. Powers seconded.

*Motion passed unanimously.*

**7. APPROVAL OF OCTOBER 13, 2008 FINANCE COMMITTEE MINUTES**

Mr. Powers made a motion to approve the October 13, 2008 finance committee minutes.

Mr. Mode seconded.

*Motion passed unanimously.*

**8. REPORT – AGING AND DISABILITY RESOURCE CENTER/FAMILY CARE ENROLLMENTS**

Sharon Olson, the Coordinator for the Aging and Disability Resource Center (ADRC) reported on the status of the Center. She said that the Center opened on July 1<sup>st</sup> and is staffed with 3 social workers, 1 registered nurse, an elderly benefit specialist, and a disability benefit specialist, who will help individuals aged 18 - 59. One of the main functions of the Center is to transition people from the Waiver program into Family Care or the Self Directed Support Program. Ms. Olson distributed a report (attached) that details the activity related to the waiver cases that were rolled over into Family Care or Self Directed Support Programs since September. She said that the goal is to eliminate the waiting list and to transition all individuals into Family Care by September, 2010.

The report also highlights the number of individuals who were assessed and want to be added to the waiting list. Another area itemizes the actions that were taken from the phone contacts such as providing enrollment consultation or referrals for services. Information and assistance accounted for the greatest number of contacts, such as sending out information or requesting a follow-up call.

Ms. Olson said that the managers provide options counseling to talk about the different programs including Family Care, Family Care Partnership or IRIS, which is "Include Respect, I Self Direct," which may involve a home visit with other family members. Once an individual's name is taken off of the waiting list, the case manager does "enrollment counseling," which entails going through the programs that will meet their needs and then helps them get enrolled.

**7A. REVIEW SEPTEMBER 2008 FINANCIAL STATEMENT**

Mr. Gebauer reviewed the September financial statement. He said that we have a net deficit of almost \$300,000 but reminded everyone that the amount is still only 1% of the budget. He emphasized that it is possible to get back to zero, but the following areas are of concern:

- a) Child Alternate Care: This is \$280,000 over budget and is due in part because of the large family of 10 that we are working with.
- b) Mendota Costs: This is \$100,00 over budget and we don't know what the collections will be to offset this.

Mr. Schleitwiler said that he met with the children's teams to make sure that if possible, they are getting kids out of placement. They are also trying to get lower rates. One problem is that we are getting younger kids with behavior and medical problems.

Mr. Schleitwiler also said that we have a vacancy in our Community Support Program. He spoke with Mr. Petre about it, but in light of the budget, decided not to pursue filling it at this time and will wait until next year.

**8. FINAL DISCUSSION, PENDING POSSIBLE COUNTY BOARD AMENDMENTS, 2009 BUDGET**

Mr. Schleitwiler reported that the only action left for our board is submitting the supervisory amendment asking to retain the lead custodian and eliminating 4 part time custodians.

Mr. Schleitwiler talked about the letter (attached) that Timothy Roets, Watertown Chief of Police, wrote to Greg David, County Supervisor, to support UW-Extension and PADA. Ms. Macaskill said that she is also working on an amendment to reinstate funding for PADA and the Free Clinic.

Mr. Schleitwiler will put the budget on the agenda for next month in case there are other issues that come up.

**9. REVIEW AND APPROVAL OF 2009 BILLING/CHARGE RATES**

Mr. Gebauer presented the "2009 Proposed Billing/Charge Rates." (attached) He said that Human Services is governed under HSS1, which is the Uniform Fee Code. It states that charges must be based on actual costs and that we are not allowed to bill in a profit. He said that the board must approve these rates and explained the reasons why some increased or decreased.

Ms. Rogers made a motion to approve the 2009 Billing/Charge Rates.

Ms. Macaskill seconded.

*Motion passed unanimously.*

**10. SET NOVEMBER/DECEMBER BOARD MEETING DATE**

The next board meeting was set for Monday, December 1<sup>st</sup> at the same time and location.

**11. DISCUSS ATTENDANCE AT FALL WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION CONFERENCE, DECEMBER 4-5, 2008.**

Mr. Schleitwiler said that the WCHSA Conference is scheduled for December 4 – 5 in Stevens Point. Anyone interested in attending should let Donna Hollinger know.

**12. ADJOURN**

Ms. Rogers made a motion to adjourn the meeting. Ms. Towers Macaskill seconded.

*Motion passed unanimously.*

Meeting adjourned at 10:30 a.m.

**NEXT BOARD MEETING**

Monday, December 1, 2008

9:30 a.m.

Workforce Development Center

874 Collins Road, Room 103

Jefferson, WI 53549