

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**Friday, February 29, 2008**

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

**Absent:** Rodney Laudenslager

**Others Present:** Tom Schleitwiler, Dan Gebauer, Donna Hollinger, Lloyd Zastrow, Gail Scott, Sharon Schmeling, 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**

None

**6. APPROVAL OF February 12, 2008 BOARD MINUTES**

Mr. Powers made a motion to approve the February 12 board minutes.

Mr. McKenzie seconded.

*Motion passed unanimously.*

**7. APPROVAL OF FEBRUARY 11, 2008 FINANCE COMMITTEE MINUTES**

Mr. McKenzie made a motion to approve the February 11, 2008 finance committee minutes.

Mr. Schultz seconded.

*Motion passed unanimously.*

**8. REVIEW OF 2007 FINAL REVENUE AND EXPENDITURE STATEMENT**

Mr. Gebauer presented the Statement of Revenues & Expenditures for the year ended December 31, 2007. He reported that we ended the year with a net surplus of \$355,656, which is 1.1% of the total budget. \$40,000 of that amount will be carried forward to 2008 to fund an unfinished MIS project. The balance will be put into the general fund and earmarked to offset the first year of Family Care costs. He then continued to discuss areas of greatest impact.

**9. DISCUSSION AND POSSIBLE DECISION ON RENTING SPACE TO THE FAMILY CARE HEALTH MAINTENANCE ORGANIZATIONS, AND FORWARDING A RECOMMENDATION TO THE COUNTY BOARD INFRASTRUCTURE COMMITTEE**

Mr. Schleitwiler reported that they haven't had discussions with the Managed Care Organizations yet. Community Living Alliance is scheduled to meet with us on Tuesday and Care Wisconsin's Space Planner has been ill and needs more time.

Mr. Gebauer presented a sheet called "Occupancy Charges – 2008." (attached) The sheet details costs for each area that Human Services utilizes and identifies the cost per square foot that we can charge a renter.

This item will be put on next month's agenda.

**10. DISCUSSION AND POSSIBLE DECISION REGARDING COMBINING JEFFERSON COUNTY HUMAN SERVICES BOARD AND JEFFERSON COUNTY BOARD OF HEALTH**

Mr. Mode suggested revisiting this option again since both Departments will be working with Family Care. The members discussed the requirements, along with advantages and disadvantages. One concern was the potential length of meetings, especially with all of the new information regarding Family Care. The members also felt that it takes a long time to understand ongoing issues. A suggestion was to re-visit this concept again in a few years. The board ultimately decided to keep the status quo for now.

**11. UPDATES, IF AVAILABLE ON STATUS OF AGING AND DISABILITY RESOURCE CENTER APPLICATION AND FAMILY CARE IMPLEMENTATION**

Mr. Schleitwiler reported that the Aging and Disability Resource Center (ADRC) is moving ahead and the new job descriptions for it are done. We will post these positions in March and then transition them to the Center. The ADRC is scheduled to begin July 1<sup>st</sup>, so case managers will have to transition their case loads to the rest of the staff while learning their new duties.

**12. UPDATE ON STATUS OF RE-ORGANIZATION OF AGENCY MANAGEMENT STRUCTURE**

Mr. Schleitwiler reported that we are interviewing for the Family Resource Division Manager and held three interviews already. Second interviews are scheduled next week. Kathi Cauley will be the Division Manager over the Behavior Health area and Patti O'Brien will be the Services Manager over the Developmentally Disabled and Long Term Support teams. Sue Torum will be the Services Manager for the Aging team, Jill Johnson is the Economic Support Division Manager and Dan Gebauer is the Administrative Services Manager.

We have hired an internal candidate, Autumn Pohlman, to replace Brent Ruehlow, who was the supervisor of the Chips team. Autumn's position was replaced by a social worker on the Developmentally Disabled team, so we are working on filling that position.

**13. ADJOURN**

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

*Motion passed unanimously.*

Meeting adjourned at 11:00 a.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**

Thursday, March 27, 2008

9:30 a.m.

Workforce Development Center

874 Collins Road, Room 103

Jefferson, WI 53549