

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON TUESDAY, JUNE 11, 2013 AT 6:00 P.M.

PRESENT: Dave Richter, Chairman  
Joe Gonyo, Member  
Cindy Skipchak, Secretary  
Jack Meyers, Vice Chairman  
Ruth Topham, Member  
Nolan Wallenfang, Member  
Bob Malchetske, Member  
Richard Trochinski, Member

EXCUSED: Carter Richter, Member

OTHERS PRESENT: LeRoy Dissing, Director  
Philip Robinson, Deputy Director  
Jerry Beuthin, Veteran's Service Officer  
Karen Davis, Administrative Assistant

Certification of Open Meeting Law: The requirements of the Open Meeting Law have been met.

Call to Order: The meeting was called to order at 6:00 p.m. by D. Richter.

Pledge of Allegiance: The Pledge of Allegiance to the Flag was recited.

Approval of Agenda: Motion/second (Wallenfang/Trochinski) to approve the amended agenda as attached. All ayes. Motion carried.

Action on Minutes: Motion/second (Skipchak/Topham) made a motion to approve the amended minutes of the 5/14/13 Health & Human Services Board meeting to include Joanne Guden being present. All ayes. Motion carried.

Signing of Vouchers: Motion/second (Trochinski/Topham) to approve the May Health & Human Services vouchers. All ayes. Motion carried.

Motion/second (Trochinski/Topham) to approve the Veteran's Services vouchers. All ayes. Motion carried.

Appearances: Public Comment (3 minutes): None.

Correspondence: Dissing explained the Wisconsin Counties Association Budget Summary to Committee members. (See attached.)

Veteran's Service Office Report: Beuthin reported the \$8,500.00 grant from Department of Veteran Affairs with a warning about reduction of grant funds in the future.

Beuthin reported that the application process is taking place for the Deputy Veteran's Service Officer position.

Advisory Committee Reports: Aging: Meyers reported regarding the Aging Advisory Committee meeting held on May 15, 2013 at the Markesan Valley Crest Apartments Mealsite. Meyers reported that GWAAR is trying to get lost funding restored. The next meeting will be held July 17, 2013 at the Berlin Senior Center.

Health Advisory Committee: The next meeting will be held July 10, 2013 at 8:00 a.m.

Family Resource Council: The next meeting will be held on July 29, 2013

Transportation Coordinating Committee: The next meeting will be held on November 21, 2013.

Advocap/Headstart Report: Gonyo reported that the next meeting will be held Thursday, July 13, 2013.

Dissing distributed that ADVOCAP annual report for review.

ADRC Coordinating Committee Report: The next meeting will be held on July 11, 2013 in Marquette County.

Quad County Family Resource Network Council Committee: The next meeting will be held on July 11, 2013 in Marquette County.

Unit Reports: Administrative: Dissing reported currently screening applicants for the Receptionist position.

Aging/Long Term Care: Dissing read a letter of resignation from Gloria Lichtfuss, Nutrition/Volunteer Coordinator. Committee members accepted with regrets the resignation of Gloria Lichtfuss, Nutrition/Volunteer Coordinator.

Children & Families Unit: See attached report. Dissing reported that there needs to be a DHHS personnel meeting to hire a Community Response Social Worker. A DHHS Personnel meeting will be held June 25, 2013 at 4:30 p.m. for the purpose of interviewing and reviewing evaluations.

Clinical Services Unit: No report.

Economic Support Services: No report.

Fox River Industries: Former DHHS Building Use: Robinson updated Committee members regarding the Thrift Store. Robinson reported that bids are going out to the contractors with the total cost to be presented in July. Discussion followed. There will be a special meeting on Monday, July 1, 2013 at 5:00 p.m. to review the architect bids for the former DHHS building.

Health: Current Health Abatements: Dissing reported regarding the attached Health report and Environmental Health Report.

Policies/Procedures Update: Hiring and Personnel Evaluations: Dissing updated Committee members regarding the revisions in the Personnel manual. Dissing is recommending that the Department of Health & Human Services hiring process would continue as is. Final applicants would come before the DHHS Personnel Committee for interviewing and hiring. Dissing would also like to continue to have the evaluations presented to the DHHS Personnel Committee for review. Discussion followed. D. Richter is designating the DHHS Personnel Committee to oversee the hiring of new employees and review of personnel evaluations.

Purchases: None.

Health & Human Services Budget: Budget 2012: Dissing reported that the auditors are reviewing the 2012 budget.

Budget 2013: No discussion.

Dissing reported that there has been no directive yet as to the proposed 2014 budget.

Committee Discussion: Administrative Committee Report: No report.

Finance: No report.

Personnel: Vacant Position(s) Review: Nutrition/Volunteer Coordinator: Dissing reported that there is a need to fill the vacant Nutrition/Volunteer Coordinator. Dissing explained the position. Dissing presented the updated job description with minor changes. Motion/second (Skipchak/Gonyo) to recommend filling the vacant Nutrition/Volunteer Coordinator position. All ayes. Motion carried.

Trochinski reported regarding the recent County Personnel meeting and the review of updated job descriptions and the wage study. There will be a presentation of the results of the 4-county wage study in the near future.

Property & Insurance: No report.

IT Committee: No report.

Facilities & Security Committee Report: No report.

The Board May Confer With Legal Counsel: Dissing reported to the Committee regarding meetings and whether there is a need for Corporation counsel to attend all meetings even when not needed. After discussion, it was decided that Dan Hurst, Corporation Counsel, would be notified to be in attendance if legal counsel was needed. Furthermore, if there needed to be a closed session, Corporation Counsel, would also be requested to attend.

Future Meeting Date: The next Health & Human Services Board meeting will be held on Tuesday, July 9, 2013 at 6:00 p.m. at the Green Lake County Government Center. There will be a Special Health & Human Services Board meeting on July 1<sup>st</sup> at 5:00 p.m. to review the architect bids for the former DHHS building.

Future Agenda Items For Action and Discussion:

Committee Discussion: No discussion.

Closed Session per WI Statute 19.85 (1)(c) (employment/evaluation)(f) (personnel issues including disciplinary issues) & (g) (conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved) and 19.85(1)(e):

None.

Adjournment: Motion/second (Wallenfang/Topham) to adjourn the meeting. All ayes. Motion carried. The meeting adjourned at 7:50 p.m..