

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT THE HEALTH & HUMAN SERVICES CENTER, 500 LAKE STEEL ST, GREEN LAKE, WI 54941 ON TUESDAY, AUGUST 12, 2008 AT 6:00 P.M.

PRESENT: Elden Dallman, Chairman
Roberta Erdman, Member
Joanne Guden, Vice Chair
Dan Priske, Member
Gus Mueller, Member
Ruth Topham, Member
Nolan Wallenfang, Member

EXCUSED: Bob Malchetske, Member
Cindy Skipchak, Secretary

OTHERS PRESENT: Linda Van Ness, Director
LeRoy Dissing, Deputy Director
John Selsing, Corporation Counsel
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 Dallman. After discussion, Priske made a motion to approve the agenda. Guden-second. All ayes. Motion carried.

Action on Minutes: After discussion, Guden made a motion to approve the July 8, 2008 amended minutes to read "page 2, last paragraph - 'July' 14th". Mueller-second. All ayes. Motion carried.

Signing of Vouchers: After discussion, Mueller made a motion to approve the August Health & Human Services and Veteran's Services vouchers. Erdmann-second. All ayes. Motion carried.

Appearances: Public Comment (3 minutes): Committee members were introduced to Pam Schumacher, Berlin Journal reporter.

Correspondence: None.

Veteran's Service Office Report: Beuthin reported regarding the booth at the fair which provided educational material to interested individuals.

Beuthin updated Committee members regarding a couple of claims - one individual that has been awarded 100% disability and another that went from temporary to permanent 100% disability which will enable the daughter in college to get financial assistance. The spouse will also receive health insurance benefits. Discussion followed.

After discussion, Mueller made a motion to approve the Veteran's Service report. Topham-second. All ayes. Motion carried.

Advisory Committee Reports: Aging: The next meeting will be held August 19, 2008 at the Berlin Senior Center.

Health Advisory Committee: The meeting was held on July 9, 2008. (See attached.) The next meeting will be held on October 8, 2008.

Family Resource Council: The next meeting will be scheduled at a later date.

Transportation Coordinating Committee: The meeting was held on July 29, 2008. The next meeting will be held November 13, 2008.

W-2 Committee Report: The next meeting will be scheduled at a later date.

Advocap/Headstart Report: No report.

ADRC Coordinating Committee Report: The meeting was held July 10, 2008 in Green Lake County. Guden reported that the new ADRC Coordinator hired is Veronica Ottow and she will begin her position on September 1, 2008. The next meeting will be held on September 11, 2008.

Unit Reports: Administrative: No discussion.

Aging/Long Term Care: Guden reported that the Senior Picnic was held Friday, August 8, 2008. There were approximately 150 in attendance with favorable feedback. Discussion followed.

Long-Term Care Reform - Update: Van Ness reported that on August 1, 2008 Green Lake County began transitioning to Family Care.

Van Ness reported that the first payment for the County contribution for Family Care is due on January 2, 2009 with the second installment in July 2009. Van Ness will update Committee members with the updated payment figures.

ADRC Coordinator - Update: Reported above.

Congregate Meal Site Report: Van Ness updated Committee members regarding suggestions for changes in the meal site program to help out fiscally. Discussion followed. A report will be brought to the next meeting.

RN (LTC) to part-time through end of year (12/1/08 or 1/1/09): Dissing updated Committee members regarding the proposal to reduce the hours for the RN - Long Term Care Nurse. Starting September 2, 2008, the position will be up to 8 hrs per week through remainder of 2008 to finish the RN functions needed for Long Term Care. The majority of the previous functions will be taken over by the CMO staff for Family Care. After discussion, Guden made a motion to recommend that the RN - Long Term Care Nurse continue from September 2, 2008 through the remainder of 2008 for up to 8 hours per week. Mueller-second. All ayes. Motion carried.

Children & Families Unit: Dissing reported that there will be an in-service regarding the Community Response Program at the September 9, 2008 Committee meeting.

Clinical Services Unit: Clinical Services Unit Re-Organization: Dissing presented the proposed Resolution Relating to Creating of Mental Health Case Manager. Dissing reviewed the revised job description and explained that there would be approximately \$5,000 reduction in funding. Discussion followed. This Mental Health Case Manager - Bachelor's level position would replace the Clinical Therapist - Master's level position. After discussion, Topham made a motion to approve the creation of Mental Health Case Manager - Bachelor's level position replacing the Clinical Therapist - Master's level position. Erdmann-second All ayes. Motion carried.

Approve Rate Increase: Dissing reported to committee members regarding rates for services provided to consumers. (See attached.) Dissing is recommending the revised increases in rates. Dissing explained the addition of charges for custody studies, background checks - private agencies and step-parent adoption studies. After discussion, Guden made a motion to approve the increased rates for services. Mueller-second. All ayes. Motion carried.

Discussion followed regarding Domestic Abuse educational classes and the cost of those for individuals. Dissing will check into this more and report back to Committee members.

Economic Support Services: Operation Backpack: Van Ness updated Committee members that the giveaway will be August 20, 2008. Discussion followed.

Berlin Job Center: Van Ness updated Committee members regarding the Job Center that is located with the Moraine Park Technical College in Berlin. Van Ness reported that the state is not honoring the lease effective July 31, 2008. Van Ness explained to Committee members regarding the good partnership between Job Center and Moraine Park.

Fox River Industries: Roof: Van Ness will update Committee members. Helmer reported that Property & Insurance is reviewing the bids.

Van Ness reviewed the article which explained the Berlin Seniors article which explains the tour of Fox River Industries.

Health: Current Health Abatements: No discussion.

Restaurant Inspections - Update: Will be discussed in closed.

Policies/Procedures Update: None.

Purchases: Van Ness reported to Committee members regarding the air conditioner at the Health & Human Services. Discussion followed. Van Ness is looking for funds in her 2008 budget to purchase the air conditioner unit for the computer room to help with the air in the rest of the building.

Van Ness updated Committee members that the storage facility has had the gutters fixed and that Kinas will be trenching the area around the building to help with drainage at a cost of up to \$500. Any cost over that will be donated by Kinas.

Health & Human Services Budget: Budget 2008: Van Ness reported that the 2008 budget is as follows: Expenses - 43% expended; Revenues - 41.47% received. Van Ness reported that the tax levy has not been moved into the budget yet.

Budget 2009: Van Ness reported that the 2009 proposed budget has increased by approximately \$23,000.00. Discussion followed. Van Ness will update Committee members with the final proposed budget at the next meeting.

Committee Discussion: Administrative Committee Report: No discussion.

Finance: Priske reported regarding Finance.

Personnel: Vacant Position(s) Review: Dissing reported that Justin Dolske resigned at Fox River Industries which leaves a vacant position CIP Aide. This position needs to be filled. There is another vacant CIP Aide position which is presently being advertised. Discussion followed. After discussion, Guden made a motion to recommend to the Green Lake County Personnel Committee to fill the vacant CIP Aide position. Wallenfang-second. All ayes. Motion carried.

Update/Approve Aging/Long-Term Care Job Descriptions: A/LTC Resource Specialist: Dissing reported that the vacant A/LTC Resource Specialist job description has been updated. After Committee review, Guden made a motion to approve the revised A/LTC Resource Specialist job description. Wallenfang-second. All ayes. Motion carried.

Aging/Long-Term Care Unit Manager: Dissing distributed the revised Aging/LTC Unit Manager position for Committee review. Van Ness explained concerns regarding overlap in training for the position which will be vacated later in 2008. After discussion, Topham made a motion to approve the revised Aging/LTC Unit Manager position. Erdmann-second. All ayes. Motion carried.

Van Ness reported to Committee members regarding human resource issues with emergency government and the need for policy to mobilize staff during disasters. Keller will continue to research this and Committee members will be updated.

Property & Insurance: Van Ness reported that Maintenance will check the conference room regarding updating the fan system to include a manual on/off switch to help the air flow.

Van Ness reported that on August 20, 2008, the Property & Insurance Committee will be holding a meeting to review proposed costs for the new building project. Van Ness reported that on Sept 2, 2008 there will be a special County Board meeting.

Van Ness reported that on September 16, 2008 the County Board will be voting on plans to proceed with the building project.

Discussion followed regarding basement storage in the new facility and the concerns that there is none allotted for the Department of Health & Human Services at present in the proposed additions. Discussion followed regarding additions to the building plan.

IT Committee: Priske reported regarding the meeting held August 11, 2008. Discussion followed regarding moving the IT Department to the new facility. Discussion followed.

Facilities & Security Committee Report: Selsing reported regarding the

Committee meeting.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, September 9, 2008 at 6:00 p.m. at Health & Human Services.**

Closed Session per WI Statute 19.85 (1)(c)(f) & (g) and 19.85(1)(e): After discussion, Wallenfang made a motion to move to closed session. Mueller-second. Roll call vote. Wallenfang-aye; Mueller-aye; Priske-aye; Guden-aye; Topham-aye; Erdman-aye; Dallman-aye. All ayes. Motion carried.

Return to Open Session for Decision: After discussion, Guden made a motion to adjourn closed session and return to open session. Mueller-second. Roll call vote. All ayes. Motion carried.

After discussion, Wallenfang made a motion to approve the carryover of 34 hours of vacation for Suzi Giesen, Aging/Long-Term Care Unit Manager, past her anniversary date of September 24, 2008. Mueller-second. All ayes. Motion carried.

Future Agenda Items For Action and Discussion: 2009 budget

Committee Discussion: None.

Adjournment: The meeting adjourned at 7:32 p.m. on a motion by Priske. Mueller-second. All ayes. Motion carried.