

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT FOX RIVER INDUSTRIES, 222 LEFFERT ST, BERLIN WI 54923 ON TUESDAY, OCTOBER 13, 2009 AT 5:30 P.M.

PRESENT: Elden Dallman, Chairman  
Joanne Guden, Vice Chair  
Roberta Erdman, Member  
Nolan Wallenfang, Member  
Dan Priske, Member  
Bob Malchetske, Member

EXCUSED: Gus Mueller, Member  
Cindy Skipchak, Secretary  
Ruth Topham, Member

OTHERS PRESENT: LeRoy Dissing, Deputy Director  
Orrin Helmer, County Board Chair  
John Selsing, Corporation Counsel  
Jerry Beuthin, Veteran's Service Officer  
Karen Davis, Administrative Assistant  
Kathy Munsey, Health Unit Manager  
Ed Schuh, Fox River Industries Manager

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 5:30 p.m. by Dallman. After discussion, Priske made a motion to approve the amended III agenda as printed. read "Future Meeting Date" next meeting October 13, 2009. Wallenfang-second. All ayes. Motion carried.

Action on Minutes: After discussion, Guden made a motion to approve the minutes of the September 8, 2009 DHHS meeting. Erdman-second All ayes. Motion carried.

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

Appearances: Public Comment (3 minutes): None.

Health Unit: Kathy Munsey, Health Unit Manager, reported regarding the seasonal flu vaccine. Green Lake County was not issued 250 doses of seasonal flu therefore will be running short.

Munsey also reported that the first shipment (200 doses) of the H1N1 vaccine nasal mist have been received. At this point, only persons ages 2-49 that are health care workers, school nurses, nursing home staff, EMS, etc. can be administered the H1N1 vaccine. There will be a clinic at the Department of Health & Human Services on Tuesday, October 20, 2009, by appointment, to receive this vaccine. It is anticipated that 800 additional doses of the injectable vaccine will be coming soon. This vaccine will be utilized to vaccinate all school-age children throughout the county. Discussion followed.

Munsey distributed the county map showing all the schools throughout the county and the number of children that could be vaccinated. (see attached.) Munsey reported that there is a total of 3,501 children in the public schools and parochial schools

Munsey reported that letters/forms are being sent out to parents through the school district. Tentative clinics have been set up at the schools: Berlin (grades 5-12) - Oct 27, 2009; Princeton - October 28, 2009; Markesan - Nov 2, 2009; and Berlin - 29, 2009 for preschoolers, day care, and other children up to 4<sup>th</sup> grade.

Munsey reported that she has contacted the parochial schools with the option to bus the children to clinics being held at the public schools or administering the shots at a later date at the individual schools.

Munsey reported that Green Lake County was awarded emergency funds of \$72,000.00, to be utilized to help administer the H1N1 vaccine. Munsey explained that because of the numbers that will be vaccinated at the mass clinics, it is recommended that student nurses/nurses be hired to help administer the vaccine with some of the emergency funds. After discussion, Wallenfang made a motion to recommend to County Personnel that up to \$15,000.00 be utilized to pay student nurses/nurses to help administer the H1N1 vaccine. Erdmann-second. All ayes. Motion carried.

Munsey reported that there is no charge to receive the H1N1 vaccine and we are being provided the vaccine at no charge also.

Discussion followed.

Munsey presented bids for thermometers for the refrigerators to monitor the temperature of the vaccine as required by the State: Dickson - Dickson Model VFC 70 Temperature Recorder - \$259.00; Home Technology Store - Sensaphone 400 Remote Monitoring & Alarm Notification System - \$355.00. Munsey recommends the Dickson - Dickson Model VFC 70 Temperature Recorder - \$259.00. Munsey reported that some of the emergency funds will be utilized to purchase the two recommended thermometers. After discussion, Priske made a motion to purchase two Dickson Model VFC 70 Temperature Recorder from Dickson Company at a cost of \$259.00 each utilizing public health emergency response funds. Guden-second. All ayes. Motion carried.

Current Health Abatements: None.

2010 Budget: Dissing reported that the 2010 Health & Human Services Budget was presented to the County Clerk's office as requested. Discussion followed.

Correspondence: Dissing read a letter of resignation from Judy Weeks, Green Lake Mealsite Manager, effective October 9, 2009.

Veteran's Service Office Report: Beuthin reported that the transportation grant has been submitted for approval. It is anticipated that this grant will be received in January 2010.

Beuthin reported that he recently attended the State Veteran's Service Officer Conference that was held in Wisconsin Dells.

Beuthin reported that it is anticipated that the Wisconsin Department of Veteran Affairs will go bankrupt by 2012. Beuthin reported that some programs are funded through this office and reported that there would then be some reorganization. There will be an audit in the near future.

Beuthin reported that the Waushara County CVS0 is retiring. Waushara County plans to hire and start training the new CVS0 by December 2009.

Beuthin reported that the "LZ Lambeau - welcoming home Wisconsin's Vietnam Veterans will be held May 21-23, 2010. Beuthin reported that this celebration is to give the Vietnam Veterans the proper welcome that they never received. It will be held in Green Bay at Lambeau Field. There will be a motorcycle rally from La Crosse to Green Bay. It is anticipated that there will be over 100,000 motorcycles.

The moving wall will be on display as well as several other activities are being planned.

Beuthin reported that the annual conference will be held the week before in Green Bay and there will be requests for the Veteran's Service Officers to help staff the activities.

Beuthin reported that business has been steady in the office.

Beuthin reported that the National Guard will start coming home from Iraq in February/March 2010.

Erdmann reported that at the Historical Society Conference she recently attended, the Veteran's Stories project was discussed. Erdmann reported that the Historical Society is developing the Veteran's stories into a book/DVD.

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

Advisory Committee Reports: Aging: The meeting was held on September 23, 2009 at the Princeton Senior Center.

Guden reported regarding the meeting: There was discussion regarding the Mealsite Manager layoffs.

Guden reported that the Senior Farm market voucher program was a success.

Guden reported that Suzi Giesen has been recommended to serve on the ADRC board.

Guden reported that the Aging Advisory Committee recommended that up to \$1,000 from stimulus funding be given to the Berlin Senior Center to go towards the new refrigerator/freezer to be purchased.

Guden reported that approximately 180 were in attendance at the Senior picnic. There was discussion regarding rotating locations of the picnic throughout the County.

Guden reported that the 2010-2012 Aging Plan Public hearing was held with one individual in attendance. The recommendation was to approve the 2010-2012 Aging Plan at the DHHS meeting. After discussion, Wallenfang made a motion to approve the 2010-2012 Aging Plan. Erdmann-second. All ayes. Motion carried.

Guden reported that in-kind contributions were explained to Committee members.

The next Aging Advisory Committee meeting will be held on November 18, 2009 at the Markesan Vista Valley Apartments mealsite.

Guden reported that she attended the CWAG meeting in Oshkosh. H1N1 and Health Care was discussed at the meeting. Guden reported that Montello will host the meeting in Spring 2010 and the Berlin Senior Center will host the meeting in October 2010.

Guden reported that the Berlin Friends of Seniors will have a ribbon cutting for the new parking lot next Monday, October 19<sup>th</sup> at Noon.

Health Advisory Committee: The next meeting will be held October 14, 2009 at 8:00 a.m. at the Department of Health & Human Services.

Family Resource Council: The meeting was held on September 14, 2009 at the Department of Health & Human Services. Dissing reported regarding the meeting.

Transportation Coordinating Committee: The next meeting will be held November 19, 2009 at 9:00 a.m. at Fox River Industries.

W-2 Committee Report: No report.

Advocap/Headstart Report: No report.

ADRC Coordinating Committee Report: The meeting was held September 10, 2009 in Marquette County. Guden reported regarding the meeting. The number of consumers served was reviewed. Customer satisfaction sheets were reviewed. Discussion followed.

Unit Reports: Administrative: Dissing reported that Jodi Vande Kolk is doing well in her position as Secretary I.

Dissing reported that several Administrative staff will be attending the Annual Secretarial Conference to be held Oct. 15-16, 2009 in Wisconsin Rapids.

Aging/Long Term Care: Long-Term Care Reform - Update: No discussion.

Mealsite Managers Resolution: Dissing updated Committee members regarding the Mealsite Managers layoffs from County employment.

Dissing explained that there are 3 categories of county employees: part-time; part-time/full-time; and full-time. Dissing reported that the County has sent notice to the part-time employees that as of October 31, 2009 they will be laid off. This includes the two Mealsite Managers. Dissing explained the need to continue these nutrition programs and the Federal funding that is attached to the program/positions. Dissing reported that the resolution being presented recommends to change the hours for the Mealsite Managers from 599 to 600 hours making them part-time/full-time employees. There would be a fiscal impact of approximately \$1,600.00. Dissing presented the resolution to increase hours effective upon passage. Selsing explained the reasoning regarding laying off part-time employees according to the union language.

After discussion Priske made a motion to recommend approval of the Resolution Relating to Increasing the Mealsite Managers' Hours Within the Department of Health & Human Services. Erdmann-second. All ayes. Motion carried.

Children & Families Unit: Dissing read the Resolution Relating to Restructuring the Children & Family Services Unit within the Department of Health & Human Services.

Dissing reported that the vacant Juvenile Court Dispositional Social Worker would be deleted and replaced by a Children & Family Services Case Manager position making it billable for case management services for additional revenue. The Community Response Worker LTE (Limited Term Employee) position would be changed to a permanent position. The Youth Services Specialist position would be increased from 1820 to 2080 and expanding it's duties to include in-home parenting. This re-organization would be effective January 1, 2010. Discussion followed. After discussion, Wallenfang made a motion to recommend to County Personnel approval of the Resolution Relating to Restructuring the Children & Family Services Unit within the Department of Health & Human Services. Erdmann-second. All ayes. Motion carried.

Clinical Services Unit: Psychiatric Nurse Proposal (Resolution): Dissing presented the Resolution Relating to Creating a Full-time Nurse Practitioner Position within the Department of Health & Human Services. Dissing reported that the proposal would be to eliminate one of the Psychiatric contracts and change the vacant Psychiatric Nurse position to a Nurse Practitioner. This change would allow more psychiatrist time for intakes, etc. and the Nurse practitioner could do med checks/psychiatric nurse duties. Dissing reported that billing for services of the Nurse Practitioner would be at same rate as psychiatrist. After discussion, Priske made a motion to recommend approval of the Resolution Relating to Creating a Full-time Nurse Practitioner Position within the Department of Health & Human Services. Wallenfang-second. All ayes. Motion carried.

Economic Support Services: Dissing reported that the DHHS Personnel Committee recommended hiring Emily Cahoon for the Energy Assistance Coordinator with a start date of October 26, 2009.

Fox River Industries: Conveyer System - Corn/Manufacturing: The conveyer system will be shown to Committee members after the meeting.

Representative Payee Program: Discussed in report.

Schuh distributed the Fox River Industries Unit report for Committee review. (See attached.) Schuh reported regarding the different areas: workshop; supported employment, day services, protective payee account and transportation.

Schuh reported that approximately \$70,000.00 per month is being received at Fox River Industries through family care.

Health: Discussed above.

Policies/Procedures Update: None.

Purchases: Discussed above.

Health & Human Services Budget: Budget 2009: No report.

Budget 2010: Discussed above.

Committee Discussion: Administrative Committee Report: The next meeting will be held November 2, 2009.

Finance: No report.

2009 Carryover Accounts: No report.

Personnel: Vacant Position(s) Review: Dissing reported regarding the Mealsite Manager vacancy and the need to fill the position. After discussion, Guden made a motion to recommend to County Personnel to fill the vacant Mealsite Manager position. Wallenfang-second. All ayes. Motion carried.

Unpaid leave request: Dissing read a request for Georgia Zills, Fox River Industries Representative Payee/CRS Aide for two days of unpaid leave Dec. 29-30, 2009. Dissing reported that Fox River Industries is shut down during that time. After discussion, Wallenfang made a motion to recommend to County Personnel approval for Georgia Zills, Fox River Industries Representative Payee/CRS Aide for two days of unpaid leave Dec. 29-30, 2009. Guden-second. All ayes. Motion carried.

Dissing read a letter from Deb Lyons, Economic Support Unit Manager requesting vacation carryover of 40-45 hours vacation past her anniversary date of November 2, 2009 to be used according to County policy. After discussion, Guden made a motion to recommend approval of vacation carryover for Deb Lyons of 40-45 hours vacation past her anniversary date of November 2, 2009 to be used according to County policy. Wallenfang-second. All ayes. Motion carried.

Property & Insurance: DHHS Space Update: Dissing reported that there will be tour of the new facility on Tuesday, October 20, 2009 at 4:30 p.m. prior to the County Board meeting.

Helmer updated Committee members that a resolution/ordinance update will be presented to the County Board at the November 10, 2009 meeting taking Parks/Rec department and putting it under the Property & Insurance Committee exclusively and eliminate overseeing by the Highway Department.

IT Committee: The next meeting will be held November 3, 2009.

Facilities & Security Committee Report: No meeting has been held.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, November 17, 2009 at 5:30 p.m. at the Health & Human Services Center.**

Future Agenda Items For Action and Discussion: 2010 budget

Committee Discussion: None.

Closed Session None.

Adjournment: The meeting adjourned at 7:10 p.m. on a motion by Wallenfang. Guden-second. All ayes. Motion carried.