

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, APRIL 14, 2009 AT 5:30 P.M.

PRESENT: Elden Dallman, Chairman
Joanne Guden, Vice Chair
Gus Mueller, Member
Nolan Wallenfang, Member
Cindy Skipchak, Secretary
Ruth Topham, Member
Dan Priske, Member

EXCUSED: Roberta Erdman, Member
Bob Malchetske, Member

OTHERS PRESENT: Linda Van Ness, Director
LeRoy Dissing, Deputy Director
Orrin Helmer, County Board Chair
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 5:30 p.m. by Dallman. After discussion, Priske made a motion to approve the amended agenda. Wallenfang-second. All ayes. Motion carried.

Action on Minutes: After discussion, Guden made a motion to approve the March 10, 2009 minutes. Mueller-second. All ayes. Motion carried.

Discussion followed regarding whether motions can be made in closed session. John Selsing, Corporation Counsel, was consulted. Selsing reiterated that it is appropriate to make motions in closed and allow for discussion. Most motions, except those pertaining to some personnel issues, are to be moved to open session.

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

Appearances: Public Comment (3 minutes): None.

Tobacco Prevention Meet and Greet: Health Unit staff presented a "Meet and Greet" prior to the Board meeting to provide material that the Health Unit is using to help in the campaign for a smoke free Wisconsin (See attached.)

Correspondence: Van Ness distributed a thank you note from Skipchak for Committee review. (See attached.)

April 21, 2009 - Committee Appointments: Van Ness distributed the Committee Appointment memo for Committee review. Discussion followed. After discussion, Wallenfang made a motion to approve the Committee Appointments including the W-2 Committee. Guden-second. All ayes. Motion carried.

Veteran's Service Office Report: No report.

Closed Session per WI Statute 19.85 (1)(c) Evaluations, Personnel Matters, Grievances(f) Personnel Medical History & (g) Confer with Legal Counsel Pending Litigation and 19.85(1)(e) Purchases: After discussion, Wallenfang made a motion to move to closed session. Guden-second. Roll call vote. Wallenfang-aye; Guden-aye; Topham-aye; Mueller-aye; Skipchak-aye; Priske-aye; Dallman-aye. All ayes. Motion carried.

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

After discussion, Guden made a motion to recommend hiring Betty Bradley for the Aging/LTC Unit Manager. Topham-second. Roll call vote. Guden - aye; Topham aye; Skipchak-aye; Wallenfang aye; Mueller-aye; Dallman aye. All ayes. Motion carried.

After discussion, Guden made a motion to recommend to approve the annual evaluation for Amanda Kozaczuk, Child Welfare Worker. Mueller-second. All ayes. Motion carried.

After discussion, Guden made a motion to recommend to approve the annual evaluation for Lisa Thull, Child Welfare Worker. Mueller-second. All ayes. Motion carried.

After discussion, Guden made a motion to recommend to approve the annual evaluation for Melissa Sonntag, Youth Services Specialist. Mueller-second. All ayes. Motion carried.

After discussion, Guden made a motion to recommend to approve the annual evaluation for Jessica Cody, Child Protection Intake Worker. Mueller-second. All ayes. Motion carried.

After discussion, Guden made a motion to recommend to approve the annual evaluation for Jennifer Stanek, Juvenile Court Dispositional Worker. Mueller-second. All ayes. Motion carried.

After discussion, Skipchak made a motion to re-evaluate employee's improvement and bring back a progress report in 90 days. Topham-second. All ayes. Motion carried.

After discussion, Guden made a motion to recommend to approve the annual evaluation for Katherine Honl, Receptionist. Mueller-second. All ayes. Motion carried.

After discussion, Guden made a motion to recommend to approve the annual evaluation for Joan Renn, Account Clerk Specialist. Mueller-second. All ayes. Motion carried.

After discussion, Guden made a motion to recommend to approve the annual evaluation for Laurie Kearns, Secretary I. Mueller-second. All ayes. Motion carried.

After discussion, Guden made a motion to recommend to approve the annual evaluation for Roxanne Haedt, Account Clerk II. Mueller-second. All ayes. Motion carried.

After discussion, Guden made a motion to recommend to approve the annual evaluation for Jennifer Brown, Data Entry Specialist. Mueller-second. All ayes. Motion carried.

After discussion, Guden made a motion to recommend to approve the annual evaluation for Chris Krings, Program Aide. Mueller-second. All ayes. Motion carried.

After discussion, Guden made a motion to recommend to approve the annual evaluation for Rebecca Voeltner, Production Supervisor. Mueller-second. All ayes. Motion carried.

After discussion, Skipchak recommended approval of an extension of 5 vacation days for Penny Bahn, Secretary/Bookkeeper II, past her anniversary date of April 26, 2009 to be used by the end of May 2009. Wallenfang-second. Discussion followed.

After discussion, Committee members would like management to remind staff that the requests for vacation extensions should not become a habit except in extenuating circumstances.

Advisory Committee Reports: Aging: The meeting was held on March 11, 2009 at the Markesan Vista Valley Apartments Mealsite.

Guden reported regarding the recommendation to raise the suggested donation for congregate meals from \$3.00 to \$4.00. After discussion, Topham made a motion to increase the suggested donation from \$3.00 to \$4.00. Wallenfang-second. All ayes. Motion carried.

Guden reported that Karen Neuman, Director of the Berlin Senior Center, was present at the Aging meeting to express concerns regarding the cost of meals. Guden reported that a new cook has been hired at the Berlin mealsite and changes are being made to insure that things are being done as economically as possible. Discussion followed.

Health Advisory Committee: The meeting was held April 8, 2009. Skipchak updated Committee members regarding the meeting. Skipchak reported that there is a clinic in Dalton being used by Amish and English individuals. Discussion followed. Committee members will be updated.

Family Resource Council: The next meeting will be held May 4, 2009.

Transportation Coordinating Committee: The meeting was held March 12, 2009. Guden reported that the county should receive the 85.21 grant funds in May.

Guden reported that the vans are expected to be delivered this summer - one for Southern Green Lake County Transportation and one for Fox River Industries.

W-2 Committee Report: No meeting scheduled.

Advocap/Headstart Report: Mueller reported regarding the last meeting.

Van Ness reported that the annual recognition banquet will be May 14, 2009 at the Hilton Gardens in Oshkosh. Green Lake TRIAD will be receiving the Community Service Award.

ADRC Coordinating Committee Report: The meeting was held on March 12, 2009 at the DHS in Montello. (See attached.)

Guden reported that Ottow, ADRC Coordinator, is doing a good job. She has displays at the various senior centers talking about the ADRC and services provided. Discussion followed.

Committee members were updated regarding the bargaining unit clarification hearing regarding the ADRC Coordinator position. Selsing has done a brief to summarize the counties' position. Discussion followed regarding concerns, etc. A decision is not expected until late summer/early autumn.

The next ADRC Coordinating Committee meeting will be held May 14, 2009 in Waushara County.

Unit Reports: Administrative: No report.

Aging/Long Term Care: Long-Term Care Reform - Update: See attached.

Food Pantry: Van Ness reported to Committee members regarding the status of the Food Pantry building. Van Ness reminded Committee members that the Food Pantry will remain at the present location per County direction. Building RFP's are being solicited for the Department of Health & Human Services and Gold Street building. Discussion followed. Committee members will be updated.

Children & Families Unit: Dissing reported that there is one child in corrections. The remaining 13 out-of-home placements are in foster care settings.

Clinical Services Unit: No discussion.

Economic Support Services: Van Ness reported that the W-2 request for proposals will come out in June for 2010-2013 and a decision will be made at that time as to whether Green Lake County will continue the W-2 program based on the allocation.

Van Ness reported that Economic Support caseloads are increasing. (See attached.)

Fox River Industries: Van Ness reported that Schuh is still working on the conveyer belt project. Discussion followed.

Health: Current Health Abatements: Van Ness reported to Committee members that a satisfaction survey in restaurant certification packets.

Van Ness reported that Chris Hinz, Registered Sanitarian/Environmental Health Specialist is in the process of talking to all facilities that have raised concerns in Berlin regarding re-certification issues.

Policies/Procedures Update: None.

Purchases: Dissing presented a bid for the RPM Representative Payee software - Complete Computer Solutions, Inc. - RPM Representative Payee Manager five user license - \$1995.00 - annual license fee with 15% cost every year for technical support/upgrades. (This would be \$299 each year). This purchase would be contingent on approval by Property & Insurance and the IT Committees. Dissing reported that this purchase was recommended by Bill Hutchison, IT Director. After discussion, Skipchak made a motion to recommend to the Property & Insurance and the IT Committees approval of the RPM Representative Payee Manager five user license software at a cost of \$1995.00 for the annual license fee with a 15% cost every year for technical support/upgrades. Guden-second. All ayes. Motion carried. Dissing reported that this is being done because the auditors have suggested one centralized account for the 50-60 checking accounts that the Department of Health & Human Services is Protective Payee for.

Dissing read a request for the purchase of a Nintendo Wii system with a second remote control including sports games for consumers at Fox River Industries. Three bids were presented - Wal-Mart; Target; and Best Buy - all at a cost of \$289.98. The funds would come from the FRI activity account. After discussion, Skipchak made a motion to approve the purchase of the Nintendo Wii system with a second remote control including sports games at a cost of \$289.98. Guden-second. All ayes. Motion carried.

Health & Human Services Budget: Budget 2008 Summary: Van Ness has not heard from auditor to date regarding the final figures for 2008. Committee members will be updated at the next meeting.

Budget 2009: Van Ness reported that after 3 months the 2009 budget is on target.

Van Ness also provided information related to the proposed State 2009-2011 biennial budget which includes decreases to Health & Human Services. Van Ness explained the impact of decreased dollars received from the state for child welfare, mental health, juvenile justice, income maintenance and aging. (See attached.)

Van Ness presented the "Cost to County Human Services in the 2009-2011 State Biennial Budget" which explains the impacts of the dollar cuts to programs. (See attached.) Discussion followed.

Van Ness reported that Senator Luther Olson met with Waushara, Marquette, Green Lake, Waupaca and Sauk Counties on April 9, 2009 to review and discuss concerns regarding these cuts. Discussion followed.

Van Ness presented the resolution County Board Resolution - "Opposition to Proposed DHHS 2009-2011 State Budget Cuts and Cost Shifts to Counties". After discussion, the Committee recommended bringing this resolution back next month for full board approval to include County Finance Committee approval. Committee members recommended strongly supporting restoring funds that are being reduced.

Committee Discussion: Administrative Committee Report: No discussion.

Finance: No discussion.

Personnel: Vacant Position(s) Review: No discussion.

Property & Insurance: DHHS Space Update: Discussion followed regarding the progress on the new building project.

IT Committee: No discussion.

Facilities & Security Committee Report: The next meeting will be held May 5, 2009.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, May 12, 2009 at 5:30 p.m. at Health & Human Services.**

Future Agenda Items For Action and Discussion: 2009 budget

Committee Discussion: None.

Adjournment: The meeting adjourned at 8:00 p.m. on a motion by Guden. Topham-second. All ayes. Motion carried.