

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT FOX RIVER INDUSTRIES, 222 LEFFERT STREET, BERLIN, WI 54923 ON TUESDAY, OCTOBER 7, 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
Bob Malchetske, Member
Cindy Skipchak, Secretary

OTHERS PRESENT: Linda Van Ness, Director
LeRoy Dissing, Deputy Director
John Selsing, Corporation Counsel
Karen Davis, Administrative Assistant
Jerry Beuthin, Veteran's Service Officer

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, Guden made a motion to approve the amended agenda under appearances. Wallenfang-second. All ayes. Motion carried.

Start Time of DHHS Board Meetings: Discussion followed regarding the start time of the DHHS Board meetings. After discussion, Mueller made a motion that the DHHS Board meetings start at 5:30 p.m. effective November 18, 2008. Erdman -second. All ayes. Motion carried.

Action on Minutes: After discussion, Erdman made a motion to approve the September 9, 2008 minutes. Mueller-second. All ayes. Motion carried.

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

Appearances: Public Comment (3 minutes): None.

Correspondence: Dissing directed Committee members to the letter to the agency from the U.W. Extension thanking the Department for the Community Services worker youth that helped out at the fair in August. (See attached.)

Committee members reviewed the WCA resolutions. After discussion, Guden made a motion to support the WCA resolutions as presented. Skipchak-second. All ayes. Motion carried.

Van Ness reported that all Green Lake County property (excluding the parks) has gone smoke-free. Discussion followed.

Veteran's Service Office Report: Beuthin reported on the following: WI Dept of Veteran's Affairs grant was sent in for approval in the amount of \$1,650.

The Federal VA budget has been approved with increases. Travel allowance has increased to 41.5¢. The fee schedule will be revised.

Beuthin reported that office calls and visits have increased 3.6% compared to 2007. Discussion followed.

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

Advisory Committee Reports: Aging: The next meeting will be held October 23, 2008 at the Dartford Bay Apartments Mealsite.

Health Advisory Committee: The next meeting will be held on October 8, 2008.

Family Resource Council: The next meeting will be held November 3, 2008.

Transportation Coordinating Committee: 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: Guden reported regarding the September 11, 2008 ADRC meeting. Concerns related to member attendance were discussed.

Guden reported regarding the ADRC activity including calls, etc.

The event to celebrate implementation of Family Care in Green Lake County was held on September 11, 2008 at Tuscumbia.

Guden reported that the ADRC marketing Committee met to come up with future marketing ideas. Discussion followed.

The next meeting will be held on November 6, 2008 at Waushara County.

Unit Reports: Administrative: No discussion.

Aging/Long Term Care: Long-Term Care Reform - Update: Van Ness reported that there was one resignation from Bryn Ceman, Care Manager, who will be working for Care Wisconsin. The agency is currently sub-contracting with Care Wisconsin for this position. Discussion followed regarding options.

Van Ness reported that the transition to Family Care is going smoothly with all cases being transitioned by December 31, 2008. Those on the waiting list will be transitioned within the next 2 years. Discussion followed.

Children & Families Unit: No discussion.

Clinical Services Unit: Dissing reported that screening interviews are being held for the Mental Health Case Manager position and modification of the position is being reviewed. Committee members will be updated. Dissing reported that there are thirty-six applicants.

Economic Support Services: No discussion.

Fox River Industries: Roof: Schuh reported that 4 different contractors were contacted to give bids for the roof repair. The bids are as follows:

- W.J. Woofruff, Inc. - \$38,860.00 - 15-year warranty. Tear off old roof and insulate as there are 2 roofs up there already.
- Ed Chase - \$37,793.00 - 10 year warranty. Tear off old roof and insulate
- Bowman Roofing - \$12,300 - rubber roof; if tear off and dispose of old roof add \$3,800; insulation - \$4,800 for a total of \$20,900
- Treder & Sons, Inc. - \$12,800.00 - 15-year warranty, "Duro-Last" roof system. The old foam roof would remain on for insulation.

Discussion followed. Schuh will re-bid and report back next month.

Dissing reported that at the Department of Health & Human Services Personnel Committee meeting it was recommended to hire Sherri Wandersee for CIP Aide position. Dissing reported that the other applicant would be urged to apply for the Material Handler/Bus Driver position. After discussion, Wallenfang made a motion hire Sherri Wandersee for the CIP Aide position. Skipchak-second. All ayes. Motion carried.

Health: Current Health Abatements: No discussion.

Van Ness reported that the "Women's Night Out" event was held on Thursday, September 25, 2008 at the Green Lake Conference Center with excellent attendance and feedback.

Van Ness directed Committee members to the health report and the report regarding the results of the survey from the "Women's Night Out" prioritizing health needs. Discussion followed. The Committee would like to commend Deb Washkoviak for her role in coordinating the event.

Dissing reported to Committee members that he sent letters regarding the restaurant inspections and has not gotten any responses to date.

Policies/Procedures Update: None.

Purchases: None.

Health & Human Services Budget: Budget 2008: No report.

Budget 2009:

Committee Discussion: Administrative Committee Report: No discussion.

Finance: . Priske reported that a Finance Committee meeting will be held October 30, 2008.

Personnel: Vacant Position(s) Review: Dissing updated Committee members regarding the Care Manager position. Department of Health & Human Services staff would like to review and fill position. After discussion, Guden made a motion to approve filling the Care Manager position. Skipchak-second. All ayes. Motion carried. The four criteria for filling positions have been reviewed to insure that there is a need for the position.

The joint Personnel meeting was discussed. Concerns were expressed regarding critical positions and the steps needed for getting approval to begin the hiring process.

Dissing reported regarding the recent Emergency Government tabletop exercise which looked at critical functions were discussed. All Departments will need to review critical functions/positions and develop a plan in the event of an emergency.

Van Ness reported that Suzi Giesen, Aging/Long-Term Care Unit Manager, who is planning on retiring in the near future. Giesen would like flexibility with the actual retirement date. Van Ness is requesting permission to look at the job description and fill the position pending resignation. After discussion, Topham made a motion to recommend to County Personnel to review the Aging/Long Term Care Unit Manager position and allow filling the position when the resignation is received. Malchetske-second. All ayes. Motion carried.

Property & Insurance: Priske updated Committee members regarding the status of the building project. Committee members were updated regarding the additions/changes, i.e., basement under DHHS, elevator. Additional meetings will be held. Discussion followed.

IT Committee: No report.

Facilities & Security Committee Report: No report.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, November 18, 2008 at 5:30 p.m. at the Health & Human Services Center.**

Future Agenda Items For Action and Discussion: 2009 budget

Committee Discussion: None.

Closed Session: None.

Adjournment: The meeting adjourned at 7:00 p.m. on a motion by Guden. Wallenfang-second. All ayes. Motion carried.