

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 MONDAY, October 12, 2020 AT 5:00 P.M.

PRESENT VIA ZOOM: Joy Waterbury, Member  
Charlie Wielgosh, Member  
Sue Wendt, Member  
Nancy Hoffman, Member

PRESENT: Harley Reabe, Vice Chairman  
Richard Trochinski, Member  
Joanne Guden, Member  
Brian Floeter, Member  
Christine Schapfel, Member

EXCUSED: Joe Gonyo, Chairman

OTHERS PRESENT: Jason Jerome, Director  
Susan Sleezer, Unit Manager - CFU  
Ed Schuh - Fox River industries  
Jon Vandeyacht, Veteran's Service Officer  
Cathy Schmit, County Administrator (via zoom)  
Nicole Geschke, HR Representative (via zoom)  
Tony Daley, Berlin Journal (via zoom)  
Matt Vande Kolk, Chief Deputy (via zoom)

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 5:01 p.m. by Reabe.

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

Action on Minutes: Corrections as the minutes it should state 09/14/2020. Questions about the Health Insurance reduced costs in budget from last meeting minutes. Jerome explained that the Health Insurance costs for 2021 were not as high as originally anticipated. Motion/second (Guden/Schapfel) to approve the amended agenda to reflect the meeting of the September 14, 2020 Health & Human Services Board meeting as presented. All ayes. Motion carried.

Director's Report: Jerome reported that he intends to update the members and highlight Unit reports. Jerome updated the committee on recent Department happenings.

Board members are encouraged to give feedback on the Directors Report and input into what they would like to hear from him in the future.

Further discussion and questions.

Veteran's Services Report: Vandeyacht reported regarding Veteran's Services activities. October is a busy month. They had their fall conference. With spike in Covid 19 cases, they did not attend in person. The quarterly service commission meeting is on October 13, 2020. Vandyacht noted there has been an increase in requests for assistance and questions.

Advisory Committee Reports: Advocap/Headstart Report: No report.

Commission on Aging Advisory Committee: Reabe reported that there was no chairman or quorum. The committee did send forward to the DHHS Board to approve the meal bids.

Unit Reports: The Aging September report was reviewed and placed on file.

Meal site Bids: This was forwarded by the Commission on Aging. They are two current providers, the Berlin Senior Center and Feil's Catering. Recommended to accept the bids. Motion/second (Trochinski/Hoffman). All ayes. Motion carried.

The Behavioral Health Unit September report was reviewed and placed on file.

The Children & Families Unit September report was reviewed and placed on file.

The Fox River Industries September report was reviewed and placed on file.

The Health Unit/Environmental Health September report was reviewed and placed on file.

The Administrative Unit September report was reviewed and placed on file.

Discussion followed.

Personnel Updates: A FRI program aide resigned due to relocation. The FRI Supported Employment Coordinator has retired after 16 years. The Secretary/Bookkeeper for FRI is retiring after 44 years of employment. The Representative Payee for FRI is also retiring after 36 years of employment.

Resolutions: Jerome presented that general protocol of the agency is to review job descriptions/positions prior to filing. Jerome spoke with former Administrative Assistant and all Unit Managers as well as the staff within the unit to gather information about recommended changes. It was recommended that there be one position to oversee day to day work assignment as well as a Fiscal Manager. The proposed plan eliminates three positions and creates two. They will be internally/externally advertised.

Jerome submitted a financial comparison to other Counties to the Board for review. This also included a five years of revenues analysis.

Jerome stated if the final restructure occurs that other job descriptions may change. Jerome will come back as needed.

The fiscal note also includes FRI restructure. There is \$60,000 cost savings in Administrative Unit, the cost savings at FRI comes out to \$21,000. Total savings is \$ 81,000.

Discussion followed.

Motion/second (Floeter/Guden) to adopt both resolutions as stated. Resolution Relating to Eliminating the HHS Administrative Assistant, the HHS Financial Manager and the Billing Specialist Positions and Creating a Financial/Business Manager and Billing Specialist/Administrative Unit Coordinator Positions.

Resolution to Increase Pay Grade of Representative Payee Specialist on the County Wage Plan.

All ayes. Motion carried.

Budget: 2020: Jerome reviewed the DHHS Expenditure/Revenue Comparison showing where the 2020 budget comparison sheet to the Board. This is expenditure/revenues through September. Department on track to be under budget for the year. Unusual year due to Covid. Discussion followed.

2021 budget Planning: Jerome reported that preliminary 2021 budget preparations has been completed and submitted.

Committee Discussion: None

Future Meeting Date: The next Health & Human Services Board budget hearing meeting will be Monday, November 9, 2020 **at 5:00 p.m. at the Green Lake County Government Center.**

Future Agenda Items for Action and Discussion: None.

Adjournment: Reabe adjourned the meeting at 6:20 p.m.