

THE FOLLOWING ARE THE OPEN MINUTES OF THE HEALTH & HUMAN SERVICES BOARD HELD AT THE HEALTH & HUMAN SERVICES CENTER, 500 LAKE STEEL ST, GREEN LAKE, WI 54941 ON TUESDAY, JULY 10, 2007 AT 6:00 P.M.

PRESENT: Elden Dallman, Chairman
Gus Mueller, Member
Ruth Topham, Member
Bob Malchetske, Member
Cindy Skipchak, Secretary
Joe Gonyo, Member
John Selsing, Corporation Counsel
Orrin Helmer, County Board Chairman

EXCUSED: Nolan Wallenfang, Member
Joanne Guden, Member
Dan Priske, Member

OTHERS PRESENT: Linda Van Ness, Director
Karen Davis, Administrative Asst.
LeRoy Dissing, Deputy Director
Joy Waterbury, Newspaper Rep.

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 Chairman Dallman. After discussion, Topham made a motion to approve the amended agenda. Mueller-second. All ayes. Motion carried.

Action on Minutes: After discussion, Topham made a motion to approve the minutes of the 6/12/07 Health & Human Services Board meeting. Mueller-second. All ayes. Motion carried.

Signing of Vouchers: After discussion, Topham made a motion to approve the July 2007 Health & Human Services and Veteran's Services vouchers. Mueller-second. All ayes. Motion carried.

Appearances: Public Comment (3 minutes): None.

Correspondence: Space Needs Study: This will be discussed at the end of the meeting.

Veteran's Service Office Report: Beuthin reported that the Veteran's Service Office will be having a booth at the Green Lake County Fair to provide information regarding services/benefits available for Veterans. Beuthin reported that the State budget is proposing reduction of college tuition benefits for Veterans and their families. Discussion followed.

Beuthin reported that he received an e-mail from the Veteran's Service Office in Marquette County. They reported that they have transportation services available on Mondays, Tuesdays and Wednesdays to Madison for medical appointments. They would transport Green Lake County residents if there is availability on scheduled trips. The transportation schedule is from 9-3. Beuthin reported that some of the Green Lake County Veteran's have earlier appointments scheduled but will try to coordinate appointments to help save transportation costs.

Beuthin reported that Marquette County is including Waushara, Columbia and Portage County residents also so trips will be on first come, first serve basis.

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

Closed Session per WI Statute 9.85 (1)(c)(f) & (g) and 19.85(1)(e): None.

Advisory Committee Reports: Aging: The meeting was held on June 13, 2007 at the Green Lake Dartford Bay Mealsite.

Long Term Support: The meeting was held on June 20, 2007.

Health Advisory Committee: The next meeting will be held on July 11, 2007.

Family Resource Council: The meeting was held on July 2, 2007. Van Ness reported that the amended By-Laws and Mission Statement were approved.

Transportation Coordinating Committee: The meeting was held June 21, 2007 at Fox River Industries. Beuthin reported that Fox River Industries is expecting delivery of two vans later this fall through the grant process.

W-2 Committee Report: The next W-2 Steering Committee meeting will held on October 8, 2007.

Advocap/Headstart Report: Mueller reported that there 5 new representatives from the Fond du Lac and Oshkosh area. Introductions were made at the meeting recently held at the Headstart/PrairieView school. Dick Schlimm did a slide presentation/orientation for the new members.

ADRC Coordinating Committee Report: The meeting was held Thursday, June 14, 2007.

Unit Reports: Administrative: Dissing read a request from Jennifer Brown, Data Entry Specialist, requesting 3 days of unpaid leave from July 25-27, 2007 for a pre-planned vacation before hire. After discussion, Malchetske made a motion to recommend approval of 3 days of unpaid leave for Jennifer Brown, Data Entry Specialist, from July 25-27, 2007. Topham-second. All ayes. Motion carried.

Aging/Long Term Care: Long-Term Care Reform - Update: None.

Van Ness reported that the annual Senior Picnic will be held August 10, 2007 at noon at Soldier's & Sailor's Park, Markesan. Van Ness presented two bids for the meal: Pick N' Save - \$4.29; and JT Foods - \$6.00. After discussion, Topham made a motion to approve Pick N' Save, the lowest bid, to provide the meal for the Senior Picnic. Mueller-second. All ayes. Motion carried. Van Ness reported that the cost of tickets is \$5.00. Any interested Committee member should contact the office.

Children & Families Unit: Resolution Relating to the Creation of a Community Response Social Worker Position: Dissing updated Committee members regarding the proposed "Resolution Relating to the Creation of a Community Response Social Worker Position". It is proposed to have this be a full-time position with benefits as long as there is no county levy involved. Discussion followed. After discussion, Skipchak made a motion to recommend approval of the "Resolution Relating to the Creation of a Community Response Social Worker Position" with no county funding. Mueller-second. All ayes. Motion carried.

Clinical Services Unit: Dissing reported that the Psychiatric Nurse position is being advertised and there will be a Health & Human Services Personnel Committee meeting held later this month to hire this position.

Economic Support Services: No discussion.

Fox River Industries: No discussion.

Health: No discussion.

Current Health Abatements: None.

Animal Control Ordinance: Van Ness reported that the amended Animal Control Ordinance was approved by the State Veterinarian. Munsey, Health Unit Manager, will contact a local veterinarian to be a contact person and the ordinance will be sent to the County Board for approval in August or September. Discussion followed.

Policies/Procedures Update: None.

Purchases: Dissing presented four bids for a 5/8" Pneumatic Roll Stapler for Fox River Industries: Packaging Incorporated - \$335.00; Ample Supply - \$285.00; Nailzone.com - \$284.00; Nailgun Depot.com - \$296.00. The funds for this will come from the Fox River Industries Checkbook. After discussion, Malchetske made a motion to purchase the 5/8" Pneumatic Roll Stapler from Nailzone.com, the lowest bid. Gonyo-second. All ayes. Motion carried.

Dissing presented three bids for a 12" Electro-Sealer 300 Series for Fox River Industries: Packaging Incorporated - \$635.00; James Dawson Enterprises - \$596.00; Bag Barn.com - \$735.00. The funds for this will come from the Fox River Industries Checkbook. After discussion, Malchetske made a motion to recommend to the Green Lake County Property & Insurance approval to purchase the 12" Electro-Sealer 300 Series from James Dawson Enterprises, the lowest bid. Gonyo-second. All ayes. Motion carried.

Health & Human Services Budget: No report.

Carryover Accounts: Alternate Care: No discussion

W-2: No report.

Budget 2006: Van Ness reported that the audit is expected shortly.

Budget 2007: Year-to-date looks good to date with the exception of revenues due to the fact that the county has not yet moved tax levy.

Budget 2008: Van Ness reported that the proposed 2008 budget will be presented in early August.

Committee Discussion: Administrative Committee Report: Helmer reported that there was discussion regarding the space needs for the Departments that the Administrative Committee represents. Helmer discussed the recommendation from Potter Lawson.

Helmer reported that the 2008 Elections budget has increased because of programming of the new automatic machines and ballots for the other machines. This increase, approximately \$20,000, was due to Federal law regulations. Discussion followed.

Finance: No discussion.

Personnel: No discussion.

Vacant Position(s) Review: Energy Assistance Coordinator Position: Dissing reported that Kim Biesenthal was hired for the Juvenile Court Intake Worker position July 9, 2007. She previously held the Energy Assistance Coordinator position. Dissing would like permission to post, advertise and hire a new Energy Assistance Coordinator since this is a necessary position. After discussion, Skipchak made a motion to recommend to County Personnel to fill the vacant Energy Assistance Coordinator position. Mueller-second. All ayes. Motion carried.

Property & Insurance: Department of Health & Human Services Space Update: Van Ness reported to Committee members that County Board directed governing boards to review the space studies and determine if the amount of space requested is appropriate. Van Ness presented the packet including previous space studies: CR Meyer & Sons Company (1997); Venture (2001); Ayres Associates (2003) and Potter Lawson, Inc (2006) for review.

Van Ness reported the square footage requested for Department of Health & Human Services for each of the studies:

CR Meyer & Sons Company	-	18,614
Venture		13,602
Ayres		15,260
Potter Lawson, Inc		24,235

Van Ness reported that the square footage allotted per type of office is the number assigned by the various firms and based on their industry standards regarding what size different offices should be based on position usage, etc.

Helmer reiterated that the Committee is to present the request for the one that would best meet the current needs of the agency.

Van Ness noted that the Potter Lawson, Inc space study (24,235 Sq. Ft.) is the most recent/current study that best meets the needs of the Department of Health & Human Services.

Van Ness reported to Committee members that the current Health & Human Services center is 12,473 square feet (gross) with 10,400 sq. ft. of work space. Discussion followed.

Van Ness reported to Committee members the areas where there were possible

reductions in space. One area which was included in the Potter Lawson study was a Wellness Center Exercise/Toilet Shower rooms (1,200 sq. ft) to be used by the county as a whole. Van Ness reported that these areas were eliminated but a 600 sq. ft. area was added for cleaning/storage of loan equipment. Malchetske expressed concerns regarding eliminating the Wellness area since this has been a major focus for companies and for counties in recent years in attempts to reduce insurance costs. Discussion followed.

Van Ness discussed the 1999 Space Needs memo (attached) regarding recommendations. Van Ness reported that the issues in this memo are basically the same. Discussion followed.

Committee members toured the Health & Human Services Center.

Committee members viewed data which showed increases in client activity (phone calls and walk-ins) at the Health & Human Services Center from 1996 - 2006 despite the fact that the population has not increased.

Also discussed were the increases in the volume of services being provided to individuals, i.e. Medical Assistance, Food Stamps, Emergency Detentions, and Intoxicated Driver Assessments. (See attached.) Discussion followed that the needs/services have increased even if the size of the county has not.

After discussion, Committee members were in agreement that the Potter Lawson, Inc. space study most closely meets the needs of the Department of Health & Human Services. Van Ness will provide FTE figures and any increases/decreases to Committee members for the County Board meeting.

IT Committee: The next meeting will be August 6, 2007.

Facilities & Security Committee Report: The next meeting will be held August 14, 2007.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, August 14, 2007 at 6:00 p.m. at the Health & Human Services Center, Green Lake.**

The Public Hearing for the proposed 2008 budget will be August 14, 2007 at 5:00 p.m.

Future Agenda Items For Action and Discussion:

Committee Discussion: None.

Adjournment: The meeting adjourned at 7:40 p.m. on a motion by Topham. Gonyo-second. All ayes. Motion carried.