

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, MARCH 10, 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
Bob Malchetske, Member

EXCUSED: Roberta Erdman, Member

OTHERS PRESENT: Linda Van Ness, Director
LeRoy Dissing, Deputy Director
John Selsing, Corporation Counsel
Karen Davis, Administrative Assistant
Jerry Beuthin, Veterans 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 5:30 p.m. by Chairman Dallman. After discussion, Guden made a motion to approve the amended agenda to move the "Resolution Relating to Creating a New Account Clerk II Position in Child Support and Veteran's Services" from Closed Session to Open Session under Veteran Services Office Report. Wallenfang-second. All ayes. Motion carried.

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

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

Appearances: Public Comment (3 minutes): None.

Correspondence: Training Plan: Committee members reviewed the 2009 Department of Health & Human Services Training Plan. After discussion, Priske made a motion to approve the 2009 Training Plan. Wallenfang-second. All ayes. Motion carried.

April 21, 2009 - Committee Appointments: Van Ness reported that since some of the Committees have not met, this will be presented on the April 14, 2009 agenda.

Veteran's Service Office Report: Beuthin reported regarding grants.

Beuthin reported that calls/visits have increased 3% in the first 2 months compared to 2008. Discussion followed.

Resolution Relating to Creating a New Account Clerk II Position in Child Support and Veteran's Services: Beuthin reported that no one posted into the vacant Deputy Veteran's Service Officer position. Beuthin updated Committee members that it is proposed that the ¾ time Deputy Veteran's Service Officer position be combined with an Account Clerk II position in the Child Support office that is being changed from full-time to part time. The new position will be an Account Clerk II position utilizing 20 hours in the Veteran's Services office and 20 hours in the Child Support agency. After discussion, Wallenfang made a motion to recommend approval of the Resolution Relating to Creating a new Account Clerk II Position in Child Support and Veteran's Service office to Green Lake County Personnel. Skipchak-second. All ayes. Motion carried.

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

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

Health Advisory Committee: The next meeting will be held April 8, 2009.

Family Resource Council: The meeting was held on March 2, 2009. Discussion followed. The next meeting will be held on May 4, 2009.

Dissing reported the Family Resource Council approved the 2009 Family Support Program plan which serves 10-14 children per year who have a developmental disability. The Birth to Three program is currently serving 11 children. There are currently 11 participants in the Comprehensive Community Services (CCS) program. Plans to amend how participants are paid was discussed.

Transportation Coordinating Committee: The next meeting will be held March 12, 2009.

W-2 Committee Report: No meeting scheduled.

Advocap/Headstart Report: No report.

ADRC Coordinating Committee Report: The next meeting will be held on March 12, 2009 at Montello in Marquette County.

Unit Reports: Administrative: Dissing reported regarding some changes in the Medical Assistance (MA) Mileage procedures which has been a function of the Economic Support Unit. Dissing reported that pre-approvals are being put into a generic voice mail and Administrative Unit staff are helping out in processing the claims. This helps the Economic Support Unit whose caseloads are increasing steadily.

Aging/Long Term Care: Long-Term Care Reform - Update: Van Ness reported that the transition to Family Care is complete and they are working on serving those on the waiting list. Van Ness reported that the State changed the wait list timeline from 2 to 3 years.

Van Ness updated Committee members regarding recent meetings with Care

Wisconsin, the Care Management Organization. Discussion followed.

Food Pantry: Van Ness reported to Committee members regarding the Food Pantry. Van Ness reminded the Committee that this was not included with the new building plans and that it does need to be considered since the Food Pantry is a very important service to citizens. Discussion followed as to options if the Health & Human Services Center is sold. Committee members will be updated.

Children & Families Unit: No discussion.

Clinical Services Unit: Dissing reported to Committee members that Ann Frintner, AODA Counselor, has resigned her position effective March 28, 2008. The vacancy will be discussed in Vacant Position review.

Discussion followed regarding the possibility of charging clients for court-ordered AODA assessments. Dissing will check what other counties are doing and report back to the Committee.

Economic Support Services: Caseloads/Staffing: Van Ness reported this will be discussed under Budget.

Fox River Industries: Committee members reviewed the Multi-Conveyor quote. Discussion followed. Van Ness reported that the Disabilities Services, Inc./FRI Boards will meet in April 2009 to review this quote.

Van Ness reported that the hopper is also being purchased for approximately \$2,500.00 from Bohn Implement.

Van Ness reported that the stimulus plan tentatively includes a tax break for vendors who work with sheltered workshops. Committee members will be updated with any information that is available regarding these funds, if available.

Health: Current Health Abatements: Van Ness reported that a meeting regarding Environmental programs will be held on April 16, 2009 at 2:30 p.m. to review the process, procedures, etc.

Policies/Procedures Update: None.

Purchases: None.

Health & Human Services Budget: Budget 2008 Summary: Van Ness reported that it is anticipated that the 2008 will be in the black. Van Ness reported that the Aging Unit is approximately \$40,000 in the red because of regulations regarding funds/transference. The 2009 budget was adjusted to reflect these increases and increasing home bound meals. Discussion followed.

Budget 2009: Van Ness distributed the WCA 2009-2011 State Biennial Budget memo for Committee review. Van Ness reported concerns regarding cuts to the State Health & Human Services budget. Discussion followed.

Carryover Accounts - Van Ness updated Committee members regarding the carryover accounts: Clinical Services/Children & Families - \$340,000 (inpatient/out-of-home care); Economic Support/W-2 - \$65,354; Fox River Industries - \$14,461; Aging - \$11,500. Discussion followed. After

discussion, Guden made a motion to recommend approval of the estimated carryover amounts for the 2009 budget. Mueller-second. All ayes. Motion carried.

Van Ness updated Committee members regarding carryover funds that were under the Judge for Community service. Van Ness reported that these funds are being transferred to the Sheriff's Department/Health & Human Services to be utilized for community services as needed.

Van Ness reported regarding a Children's Court Improvement Review. Committee members were informed that will occur in Green Lake County in June to review the Children's Court with an orientation to be held in April. Discussion followed.

Committee Discussion: Administrative Committee Report: No discussion.

Finance: No discussion.

Personnel: Vacant Position(s) Review: Dissing distributed the "Recruitment and Application Procedures" for filling vacancies in which the 4 areas are addressed as to the need to fill the position. The revised job description was also reviewed. (See attached.) Dissing reported that County Personnel approved filling the position and the updated job description. County Personnel also approved filling the position temporarily with an LTE. Dissing explained what the position entails. Dissing reported that the revised job description "Mental Health/Substance Abuse Counselor" covers the ability to do IDP assessments as well as mental health counseling since many clients are dually diagnosed. After discussion, Skipchak made a motion to approve filling the vacant Mental Health/Substance Abuse Counselor as an LTE position until an individual can be hired for the full-time Mental Health/Substance Abuse Counselor. Also the recommendation is to approve the updated Mental Health/Substance Abuse Counselor job description and fill the vacant position. Guden-second. All ayes. Motion carried.

Property & Insurance: DHHS Space Update: Van Ness updated Committee members regarding the building progress. (See attached.) Discussion followed.

IT Committee: Wallenfang reported that the link between DHHS/Courthouse has been updated. The software is being worked on for the representative payee program.

Wallenfang reported that the tower will be moved to the new site.

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

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, April 14, 2009 at 5:30 p.m. at Health & Human Services.**

Future Agenda Items For Action and Discussion: 2009 budget

Committee Discussion: None.

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, Topham made a motion to move to closed session. Guden-second. Roll call vote. Topham-aye; Guden-aye; Wallenfang-aye; Mueller-aye; Skipchak-aye; Priske-aye; Malchetske-aye; Dallman-aye. All ayes. Motion carried.

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

After discussion, Wallenfang made a motion to recommend to the Green Lake County Personnel Committee approval of the 6-month evaluation of Shannon Jahsman, CIP Aide, and pass her to permanent status. Mueller-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to recommend to approve the annual evaluation for Deb Washkoviak, Tri-County Women's Cancer Control Coordinator. Mueller-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to recommend to approve the annual evaluation for Judy Kasuboski, Public Health Nurse. Mueller-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to recommend to approve the annual evaluation for Marilyn Voeltner, Community Health Educator. Mueller-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to recommend to approve the annual evaluation for Renee Peters, Birth to Three Coordinator. Mueller-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to recommend to approve the annual evaluation for Tracy Soda, Public Health Nurse II. Mueller-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to recommend to approve the annual evaluation for Jerri Loewe, Public Health Nurse II. Mueller-second. All ayes. Motion carried.

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