

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT FOX RIVER INDUSTRIES, 222 LEFFERT ST, BERLIN, WI 54941 ON TUESDAY, NOVEMBER 11, 2014 AT 5:00 P.M.

PRESENT: Joe Gonyo, Chairman
Bob Malchetske, Vice Chairman
Jack Meyers, Member
Richard Trochinski, Member
Nolan Wallenfang, Member
Marian Sommerfeldt, Member
Joy Waterbury, Member

EXCUSED: Cindy Skipchak, Secretary

OTHERS PRESENT: LeRoy Dissing, Director
Philip Robinson, Deputy Director
Jerry Beuthin, Veteran's Service Officer
Ed Schuh, Fox River Industries Unit Manager
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 5:00 p.m. by Gonyo.

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

Approval of Agenda: Motion/second (Wallenfang/Sommerfeldt) to approve the agenda as attached. All ayes. Motion carried.

Action on Minutes: Motion/second (Sommerfeldt/Waterbury) made a motion to approve the minutes of the 10/14/14 Health & Human Services Board meeting. All ayes. Motion carried.

Signing of Vouchers: Motion/second (Waterbury/Trochinski) to approve the November Health & Human Services vouchers. All ayes. Motion carried.

Motion/second (Waterbury/Trochinski) to approve the Veteran's Services vouchers. All ayes. Motion carried.

Appearances: None.

Public Comment (3 minutes): None.

Correspondence: None.

Veteran's Service Office Report: Beuthin reported that his last day is February 7, 2015. Beuthin reported that the Veterans Service Officer position is being advertised internally and in the newspapers.

Advisory Committee Reports: Aging: The next meeting will be held on November 19, 2014 at Fox River Industries.

Health Advisory Committee: The next meeting will be held on January 14, 2015.

Family Resource Council: The next meeting will be held December 1, 2014.

Transportation Coordinating Committee: The next meeting will be held on November 19, 2014.

Advocap/Headstart Report: No report.

ADRC Coordinating Committee Report: The next meeting will be held on November 13, 2014.

Quad County Family Resource Network Council Committee: The next meeting will be held on November 13, 2014.

Unit Reports: Administrative: Resolution Relating to Restructuring Administrative Unit: Dissing updated Committee members regarding additional administrative time needed and explained that there are two administrative staff working 35 hours a week. Dissing recommends increasing these two administrative staff to 40 hours per week and explained. Motion/Second (Wallenfang/Malchetske) to approve the "Resolution Relating to Restructuring Administrative Unit". All ayes. Motion carried.

Aging/Long Term Care: Dissing reported that the mobile food pantry went well. Feeding America also donated a freezer to the food pantry.

Children & Families Unit: The report was distributed for Committee review. (See attached.) Discussion followed.

Dissing reported that the tour of Lincoln Hills will take place on November 18, 2014. The meeting time is 8:00 at Fox River Industries.

Clinical Services Unit: Dissing reported that the State surveyors were at the clinic and the mental health/substance abuse, crisis and CSP (Community Support Program) have been recertified for 2 years with no citations. Discussion followed.

Economic Support Services: Dissing reported that Energy Assistance Program continues to be busy. Dissing reported that the part-time position has been increased to full time to help cover the workload using ACA funds.

Fox River Industries: Schuh explained activities/services at Fox River Industries. Discussion followed.

Resolution Relating to Restructuring Community Residential Services Aide Program: Dissing explained that all the representative payee accounts are now being managed at Fox River Industries. Dissing would like to recommend increasing the 35 hour work week position to 40 hours per week and create a 2nd position that would be part-time (14-15 hours per week). Discussion followed. Motion/second (Meyers/Wallenfang) to recommend approval of the Resolution Relating to Restructuring Community Residential Services Aide Program. All ayes. Motion carried.

Dissing reported that a new phone system is being installed at Fox River Industries at a cost of \$5,200.00. The county will pay ½ and Fox River Industries Inc. will pay ½.

Health: Current Health Abatements: None.

Policies/Procedures Update: None.

Purchases: Dissing presented a request for purchase of an adaptive stroller with Family Support funds at a cost of \$2,089.00. This includes a 20% discount. Motion/second (Sommerfeldt/Trochinski) to recommend to Property & Insurance purchase of the adaptive stroller utilizing Family Support Program funds. All ayes. Motion carried.

Health & Human Services Budget: Dissing reported that the auditors did the initial review of the 2014 budget and the initial projection is \$200,000-\$600,000 in the black. Discussion followed.

Dissing reported that the proposed 2015 budget will be presented to the Green Lake County Board on November 12, 2014 for approval. Discussion followed.

Committee Discussion: Administrative Committee Report: No report.

Finance: Dissing reported regarding the committed funds and the annual resolution that is passed each year regarding those funds. There are 4 funds within the Department of Health & Human Services: donation; ESU/W-2 profit money; Fox River Industries vehicle outlay and Fox River Industries building maintenance. There is also a Veteran's donation account. Motion/second (Malchetske/Sommerfeldt) to approve the committed funds. All ayes. Motion carried.

Personnel: Vacant Position(s) Review: ADRC Resource Specialist: Dissing explained regarding the Resource Specialist positions in each county and the need to fill this position. Motion/second (Malchetske/Wallenfang) to County Personnel approval to fill the vacant ADRC Resource Specialist position. All ayes. Motion carried.

Property & Insurance: Trochinski reported regarding the meeting including the communications policy.

IT Committee: Waterbury reported regarding the IT Committee meeting.

Facilities & Security Committee Report: Dissing reported that the next meeting will be held in 2015.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, December 9, 2014 at 5:00 p.m. at Green Lake County Government Center.**

Future Agenda Items For Action and Discussion:

Committee Discussion: No discussion.

Adjournment: Gonyo adjourned the meeting at 6:03 p.m.