

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, JANUARY 12, 2010 AT 5:30 P.M.

PRESENT: Elden Dallman, Chairman
Joanne Guden, Vice Chair
Dan Priske, Member
Ruth Topham, Member
Roberta Erdman, Member

EXCUSED: Nolan Wallenfang, Member
Orrin Helmer, County Board Chair
Bob Malchetske, Member
Gus Mueller, Member
Cindy Skipchak, Secretary

OTHERS PRESENT: Linda Van Ness, Director
LeRoy Dissing, Deputy Director
John Selsing, Corporation Counsel
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 5:30 p.m. by Dallman. After discussion, Priske made a motion to approve the agenda. Guden-second. All ayes. Motion carried.

Action on Minutes: After discussion, Guden made a motion to approve the minutes of the December 8, 2009 meeting. Priske-second All ayes. Motion carried.

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

Appearances: Public Comment (3 minutes): None.

Correspondence: Van Ness distributed a letter commending Sue Sleezer, Children & Services Unit Manager, for her professionalism and caring through a case.

Van Ness reported regarding a thank you received for contribution of \$250 made to the Experience Works program.

Davis reported on the numbers of individuals served through the Angel Tree Program/Adopt A Family program: Angel Tree program - 230 families with 541 children; developmentally disabled - 74; homebound elderly - 105; chronically mentally ill; Adopt-a-family - 26 families with 66 children, 38 adults and 2 elderly. Nineteen sponsors for the adopt-a-family. Davis reported that the donations were abundant and there were many volunteers helping to make the program a success.

Veteran's Service Office Report: Beuthin reported that the 2009 end of year budget came in at \$23,266.00 which was below budget - 15%. Most of this was due to the re-organization of staffing. Beuthin reported that the transportation costs were slightly lower.

For end-of-year revenues was slightly above budget - \$2,622.00 (18%). This is mainly due to the travel allowance increase.

Beuthin reported regarding increases in office business.

Beuthin reported that the transportation grant for 2010 has been received in the amount of \$1,983.67.

Beuthin reported that the Veteran's Service Office is helping with property tax certificates for those that are 100% unemployable. They are eligible for a rebate on property taxes.

Discussion followed regarding claims that are service-related for returning veterans.

After discussion, Priske made a motion to Approve Veteran's Service report. Topham-second. All ayes. Motion carried.

Advisory Committee Reports: Aging: The next meeting will be held on January 20, 2010 at the Berlin Senior Center.

Health Advisory Committee: The next meeting will be held January 13, 2010 at 8:00 a.m.

Family Resource Council: The next meeting will be held in 2010.

Transportation Coordinating Committee: The next meeting will be held March 18, 2010 at Fox River Industries.

W-2 Committee Report: No report.

Advocap/Headstart Report: No report.

ADRC Coordinating Committee Report: The next meeting will be held January 14, 2010 in Green Lake County.

Unit Reports: Administrative: No report.

Aging/Long Term Care: Long-Term Care Reform - Update: Van Ness reported that there are approximately 129 individuals in the program. Fox River Industries is being utilized through Care Wisconsin for services.

Homebound Meals Billing Procedure: Van Ness explained revised procedure to be used for the homebound meal program. The new procedure will be sending out all bills with suggested donation including the Berlin Senior Center with all payments being made to the agency. A self-addressed stamped envelope will be included to ensure proper payment. Discussion followed.

The December report was distributed for Committee report. Discussion followed.

Dissing reported that the Health & Human Services Personnel Committee hired Elizabeth Taylor for the Mealsite Manager position in Green Lake.

Children & Families Unit: Dissing reported that the Health & Human Services Personnel Committee hired Kristina Trastek for the Children & Family Services Case Manager.

There will need to be a Health & Human Services Personnel Committee meeting to hire for the positions of Youth Services Specialist, Community Response Worker and Mental Health Case Manager. The meeting will be held January 18 or 19, 2010.

Clinical Services Unit: Dissing updated Committee members regarding the Nurse Practitioner/Mental Health Case Manager positions.

Economic Support Services: No discussion.

Fox River Industries: Reports were distributed for review (see attached). Discussion followed regarding the squirrel corn.

Health: Current Health Abatements: None.

The December Health Unit report, the "Customer Service Assessment of the Food Safety Program for the Tri-County Environmental Health Consortium 2009" and the Green Lake County Community Health Improvement Plan (CHIP) were distributed for Committee review at the February 9, 2010 meeting.

Policies/Procedures Update: None.

Purchases: None.

Health & Human Services Budget: Budget 2009: Van Ness reported that the final figures are not in yet, but that it is projected that the Department of Health & Human Services 2009 budget will be within budget: YTD expenditures - 87.89%; revenues - 93.42% and the Aging budget expenditures - 85.05%; revenues - 96.07%.

Budget 2010: No discussion.

Committee Discussion: Administrative Committee Report: No meeting.

Finance: Priske reported regarding status of 2010 budget.

Personnel: Vacant Position(s) Review: None.

Dissing read a request for vacation extension from Kathy Munsey, Health Unit Manager, requesting an extension of 7 days of vacation past her anniversary date of February 16, 2010 of due to H1N1 flu vaccines. After discussion, Guden made a motion to recommend extending 7 days of vacation for Kathy Munsey, Health Unit Manager, past her anniversary date of February 16, 2010 to be used in the required time. Topham-second. All ayes. Motion carried.

Property & Insurance: DHHS Space Update: Van Ness reported that management staff have toured the Justice Center twice and have seen much progress.

Van Ness shared with Committee members possibilities for use of the present Department of Health & Human Services building, including Food Pantry, which would allow bathroom access, storage for Fox River Industries, etc. Discussion followed.

Priske urged Van Ness to contact the County Clerk and Kurt Berner before the meeting on January 28, 2010 with recommendations. Discussion followed.

IT Committee: Priske distributed the IT report showing the duties that the IT Department has done for county departments. Priske reported regarding the recent meeting. Discussion followed.

Facilities & Security Committee Report: The next meeting will be held on February 2, 2010.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, February 9, 2010 at 5:30 p.m. at Health & Human Services.**

Future Agenda Items For Action and Discussion: Reports - "Customer Service Assessment of the Food Safety Program for the Tri-County Environmental Health Consortium 2009"; Green Lake County Health Improvement Plan (CHIP) 2010-2015

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: None.

Adjournment: The meeting adjourned at 6:40 p.m. on a motion by Guden. Topham-second. All ayes. Motion carried.