

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 TUESDAY, JANUARY 12, 2016 AT 5:00 P.M.

PRESENT: Joe Gonyo, Chairman
Richard Trochinski, Member
John Gende, Member
Joy Waterbury, Secretary
Candace Smith, Member
Brian Floeter, Member
Nolan Wallenfang, Member

EXCUSED: Jack Meyers, Member
Nick Toney, Vice Chairman

OTHERS PRESENT: Jon Vandeyacht, Veteran's Service Officer
Karen Davis, Administrative Assistant
Betty Bradley, Aging/Long Term Care Unit Manager
Shelby Jensen, Economic Support Unit Manager
Kathy Munsey, Health Unit Manager
Sue Sleezer, Children & Family Services Unit Manager
Paul Vander Sande, Behavioral Health Unit Manager
Marge Bostelmann, County Clerk

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 5:04 p.m. by Chair Gonyo.

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

Approval of Agenda: Motion/second (Wallenfang/Gende) to approve the amended agenda. All ayes. Motion carried.

Action on Minutes: Motion/second (Wallenfang/Trochinski) made a motion to approve the minutes of the 12/8/15 Health & Human Services Board meeting. All ayes. Motion carried.

Signing of Vouchers: Gonyo entertained a motion to approve the vouchers for the December expenses. Motion/second (Waterbury/Trochinski) to approve the December vouchers. All ayes. Motion carried.

Gonyo entertained a motion to approve the voucher for Joy Waterbury. Motion/second (Trochinski/Floeter) to approve the voucher for Joy Waterbury. Roll Call vote. (Trochinski-aye; Floeter-aye; Wallenfang-aye; Gende-aye; Smith-aye; Waterbury-abstain; Gonyo-aye. Motion carried.

Gonyo entertained a motion to approve the Veteran's Service Vouchers. Motion/second (Wallenfang/Waterbury) to approve the Veteran's Service Vouchers. All ayes. Motion carried.

Gonyo entertained a motion to approve the 2016 DHHS vouchers. Motion/second (Waterbury/Floeter) to approve the 2016 DHHS vouchers. All ayes. Motion carried.

Approval to Sign Remaining December 2015 Vouchers: Davis explained that there might be some remaining 2015 vouchers that may need to be paid before January 31, 2016 and explained that normally the Committee gives permission to do this. Discussion followed. Motion/second (Trochinski/Waterbury) for DHHS management staff to approve payment of any remaining 2015 vouchers. All ayes. Motion carried.

Appearances: None.

Public Comment (3 minutes): None.

Correspondence: Committee Appointment - Health Advisory Committee: This will be suspended until the next meeting.

Veteran's Service Office Report: Vandeyacht reported regarding Veterans Service Office activities.

Advisory Committee Reports: Aging: The next meeting will be held on January 20, 2016 at the Green Lake County Government Center.

Health Advisory Committee: The next meeting will be held on January 13, 2016.

Family Resource Council: The next meeting will be held on March 7, 2016.

Transportation Coordinating Committee: The next meeting will be held on April 13, 2016.

Advocap/Headstart Report: Gonyo reported regarding activities with ADVOCAP.

ADRC Coordinating Committee Report: The next meeting will be February 11, 2016 at 1:00 p.m. in Marquette County.

Unit Reports: Administrative: Audit of Health & Human Services Billing and Accounting progress to date/Schenck: Davis reported that Schenck continues to work helping to improve billing issues/process.

Davis reported that Kayla Yonke was hired by the DHHS Personnel Committee for the Accounting Specialist position and will start employment on Monday, January 25, 2016.

Aging/Long Term Care: Davis directed Committee members to the attached report.

Behavioral Health Unit: Davis directed Committee members to that attached report.

Davis reported that Brooke Bruce, Secretary, was hired for the CSP Professional/Crisis Case Worker, and will begin her position at the end of January part-time and do administrative duties part-time until someone is hired for her Administrative position.

Davis read a letter of resignation from Brittney Bachorz, Dual Diagnosis Therapist with her last day being January 27, 2016.

Children & Families Unit: See attached report.

Economic Support Services: See attached report.

Fox River Industries: Bathroom Remodeling Update: Bostelmann reported that bid requests will be sent out in January according to the County Property & Insurance Committee

Health: Current Health Abatements: None.

The December Health and Environmental Health Reports were presented. (See attached.)

Policies/Procedures Update: None.

Purchases: Davis presented the bid for Cube Corner with mats for the Economic Support offices.

Shelby Jensen, Economic Support Unit Manager, explained why these are being requested. Discussion followed.

Motion/second (Gende/Floeter) to approve purchase of one Varidesk with mat to see if staff liked it before purchasing more at a cost of \$565 per unit. All ayes. Motion carried.

Health & Human Services Budget 2016: No discussion.

Committee Discussion: Administrative Committee Report: No meeting.

Finance: Schenck is providing new account numbers for the Departments.

Personnel: Vacant Position(s) Review: Clinical Therapist: Davis reported that Paul Vander Sande, Clinical Therapist, was hired for the Behavioral Health Unit Manager position. Davis explained the need to fill the now vacant Clinical Therapist position and the Clinical Therapist position from the resignation. Davis presented the four points to fill the positions. Davis also presented the revised position which changes one of the Clinical Therapists to CLTS (Children's Long Term Support)/CCS (Comprehensive Community Services) Coordinator and CSP (Community Support Program) Administrator. Discussion followed.

Motion/second (Waterbury/Trochinski) to approve both vacant Clinical Therapist positions with amending one position to CLTS/CCS Coordinator and CSP Administrator and presenting to County Personnel. The final job description will be presented at County Personnel on January 18, 2016 with approval from the DHHS Committee at the February DHHS meeting. All ayes.

Motion carried

Secretary I Receptionist/Data Entry Specialist position: Davis presented the request to fill the vacant Secretary I position. Davis reported that it is recommended that the position be revised to be Receptionist/Data Entry specialist position. This is being done to improve the administrative processes. Discussion followed.

Motion/Second (Waterbury/Smith) to approve filling the vacant Receptionist/Data Entry Specialist position and forwarding to County Personnel for approval. All ayes. Motion carried.

Acting Director: Bostelmann updated Committee members regarding Van Ness and continuing as the Acting Director. Bostelmann reported that she spoke with Van Ness and Van Ness is willing to continue to serve as the Acting Director.

Motion/second (Trochinski/Floeter) that Van Ness continue as Acting Director. All ayes. Motion carried.

Review of Administrative Manual - Hiring Process: Bostelmann updated Committee members regarding the changes that took place in the hiring process in the Administrative Code. Bostelmann explained the process with other Departments for hiring. Bostelmann reported that Dissing chose to continue with the DHHS Personnel Committee interview/hiring applicants for positions.

Gonyo reiterated that the Unit Manager is to be involved in all the hiring interviews.

The hiring process will be discussed at the next Committee meeting.

Bostelmann determined that she will be involved in the process of hiring for the Director. Bostelmann reported that the Administrator Coordinator will take part of this in an active role.

Property & Insurance: No discussion.

IT Committee: No report.

Facilities & Security Committee Report: No report.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, February 9, 2016 at 5:00 p.m. at Health & Human Services.**

Future Agenda Items For Action and Discussion:

Adjournment: Gonyo adjourned the meeting.

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