

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT THE GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON TUESDAY, JUNE 12, 2012 AT 6:00 P.M.

PRESENT: Dave Richter, Member
Cindy Skipchak, Secretary
Carter Richter, Member
Ruth Topham, Member
Nolan Wallenfang, Member
Richard Trochinski, Member
Joe Gonyo, Member
Jack Meyers, Vice Chairman
Bob Malchetske, Member

OTHERS PRESENT: LeRoy Dissing, Director
Philip Robinson, Deputy Director
Dan Sondalle, Corporation Counsel
Jerry Beuthin, Veteran's Service Officer
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 6:00 p.m. by D. Richter.

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

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

Election of Officers: Vice Chairman: Meyers declined the position of Vice Chairman to the Health & Human Services Board. D. Richter opened nominations for Vice Chairman of the Health & Human Services Board. Motion/second (Wallenfang/Topham) to nominate Malchetske for Vice Chairman. All ayes. Motion carried. D. Richter questioned three times if there were any other nominations. Hearing none, motion/second (Skipchak/Meyers) to close the nominations. All ayes. Motion carried. Motion/second (Wallenfang/Topham) to cast a unanimous ballot for Malchetske for Vice Chairman. All ayes. Motion carried.

Action on Minutes: Motion/second (Gonyo/Trochinski) made a motion to approve the minutes of the 5/8/12 Health & Human Services Board meeting. All ayes. Motion carried.

Signing of Vouchers: Motion/second (Topham/C. Richter) to approve the June Health & Human Services vouchers. All ayes. Motion carried.

Motion/second (Topham/C. Richter) to approve the Veteran's Services vouchers. All ayes. Motion carried.

Appearances: Public Comment (3 minutes): Dissing introduced Robin Kivlin who is making an appearance to express concerns regarding a decision made regarding out-of-home placement of her relative children. The Berlin Journal reporter was also present along with Kim's friend.

Kivlin explained the history and her dissatisfaction. Kivlin thanked Committee members for listening to her. Board members thanked her for her appearance.

Correspondence: Committee Appointments: Dissing updated Committee members that for the Commission on Aging Advisory Committee Jack Meyers would like to be the alternate to that Committee. Dissing questioned if Trochinski could be the representative versus the alternate. Motion/second (Topham/Gonyo) for Trochinski to be the member of the Commission on Aging Advisory Committee with Jack Meyers, Alternate. All ayes. Motion carried.

Malchetske reported to Committee members that it would really be difficult for him to serve as an ADRC Committee member. Discussion followed regarding other possibilities. Motion/second (Malchetske/Topham) to nominate Cindy Skipchak to the Aging & Disability Resource Council Advisory Committee. All ayes. Motion carried.

Motion/second (Malchetske/Topham) to nominate Cindy Skipchak, Jack Meyers and Nancy Scolley to serve on the Family Resources Center Network Coordinating Advisory Committee. All ayes. Motion carried.

Veteran's Service Office Report: Beuthin reported that Paula Luther is out of the office serving on a three-week duty in California. Committee members were interested in having her report on her activities when she returns.

Beuthin reported that Green Lake County received the WDVA service office grant in the amount of \$8,500.00 in May 2012.

Beuthin reported that a \$240.00 donation was received from the 5th district DAV auxiliary with the request that the funds go to a Veteran with younger children. Beuthin reported that they found such a veteran and she was appreciative of the help.

Beuthin reported that the transportation services/drivers is going well.

Advisory Committee Reports: Aging: The meeting was held on May 16, 2012 at Dartford Bay Apartments mealsite. (See attached minutes). Meyers updated Committee members regarding the meeting.

The next meeting will be held on July 18, 2012 at Markesan Vista Valley Apartments Mealsite at 10:00 a.m.

Health Advisory Committee: The next meeting will be held on July 11, 2012.

Family Resource Council: None scheduled.

Transportation Coordinating Committee: The next meeting will be held on November 15, 2012.

Advocap/Headstart Report: Gonyo reported that the next meeting will be held on Thursday, June 14, 2012.

ADRC Coordinating Committee Report: The next meeting will be June 14, 2012 at Marquette County.

Unit Reports: Administrative: Dissing reported to Committee members that Health & Human Services is looking at upgrading the software program that has been utilized since 1996 (CMHC/Netsmart). Green Lake County Health & Human Services received a letter that there is the possibility of the current software program sunsetting by 2017.

Dissing reported that management staff will view a demonstration of the upgraded software in late June in Sauk County. Dissing explained the present system and costs to Committee members. Discussion followed.

Aging/Long Term Care: Dissing reviewed the monthly aging report. (See attached.) Discussion followed.

Dissing reported that the Adult Protective Services Worker position applications are being reviewed. Department of Health & Human Services Personnel Committee meeting will be scheduled later in the month.

Children & Families Unit: Dissing reported regarding out-of-home placements. (See attached.) Discussion followed. There will be presentation at a meeting in the near future.

Clinical Services Unit: Dissing reported that there was a Human Services Personnel meeting was held on June 5, 2012.

Dissing reported to Committee members that Amanda Greening was offered the position of Mental Health/Substance Abuse Counselor. Her anticipated start date is June 26, 2012.

Dissing reported to Committee members that Clinical Services Unit Manager position be offered to Jana Tetzlaff. Her start date is anticipated to be in July or August pending circumstances.

Motion/Second (Skipchak/Wallenfang) to offer the position of Mental Health/Substance Abuse Counselor to Amanda Greening and Jana Tetzlaff the position of Clinical Services Unit Manager. All ayes. Motion carried.

Economic Support Services: W-2 Program Request for Proposals: Dissing updated Committee members regarding the Request for Proposals for W-2 services (Wisconsin Works). Dissing reported that the RFP has requirements that make it not feasible for counties to apply and administer the program. Dissing reported that since the current W-2 Worker (Amanda Greening) has taken another position within the agency and her back-up (Emily McFarland) also resigned, it would not make sense to hire another W-2 Worker, train them, and then lay them off by the end of this year. Therefore, Dissing recommends sub-contracting with another organization like Forward Services who currently administers the program for Marquette and Waushara counties. The sub-contract would run through the remainder of 2012. Discussion followed regarding the proposed changes throughout the State. Committee members will be updated regarding the W-2 Program.

Fox Valley Workforce Development Board (FVWDB): Meyers updated Committee members regarding funds being owed back to Federal government of 4 million dollars plus. Meyers explained the history of what's been happening in the last few months. Discussion followed. Meyers reported that Outagamie County pulled out and the Department of Workforce Development stated that they could not pull out. Meyers reported that he signed the agreement pending Board approval. Next agreement will not have Outagamie County as they will be changing consortiums.

Dissing explained that there are three different boards.

Motion/second (Malchetske/Trochinski) to approve the revised Consortium and Joint Agreement between counties and Fox Valley Workforce Development Board. All ayes. Motion carried.

Fox River Industries: Dissing reported that Fox River Industries received a \$2,300 donation from United Way.

Health: Current Health Abatements: None.

The Health Unit report was reviewed. (See attached.)

The Health Unit did get a dental grant in the amount of approximately \$30,000.00 that will be utilized to purchase a portable dental equipment to help underinsured/uninsured children receive dental services. Dissing reported that this is a 3-year grant. Discussion followed.

Policies/Procedures Update: None.

Purchases: Dissing presented bids for a Titan Model 318 sealer for Fox River Industries: Birnberg Machinery - \$760.00; James Dawson Enterprises LTD - \$853.00; PAC Machinery Group - \$760.00. The recommended purchase is from Birnberg Machinery at a cost of \$760.00. Motion/second (Skipchak/Topham) to purchase the Titan Model 318 sealer from Birnberg Machinery at a cost of \$760.00. All ayes. Motion carried.

Dissing updated Committee members regarding the proposed dental grant. Dissing presented bids for portable equipment to initiate this program from Aseptico - \$9,200.00 and DNTLworks Equipment Corporation - 17,996.00. Discussion followed. Motion/second (Malchetske/Wallenfang) go with cheaper bid, Aseptico for \$9,200.00 with the understanding that the hygienist review bids/equipment requests before purchase. All ayes. Motion carried.

Health & Human Services Budget: 2011 Audit: Dissing reported that the 2011 audit is still being finalized.

Budget 2012: Dissing reported that the 2012 budget is within budget.

Budget 2013: Dissing reported to Committee members that the County Finance Committee presented the 2012 budget directive to be 0% increase on operational costs exclusive of personnel. Dissing reported that the County is anticipating approximately \$350,000.00 from employee retirement contribution that will be paid by employees. Discussion followed.

Committee Discussion: Administrative Committee Report: No report.

Finance: No report.

Personnel: Vacant Position(s) Review: Financial Employment/Social Services Planner: Dissing presented the revised position description and the four points regarding the necessity of filling the Financial Employment/Social Services Planner position. Discussion followed. Motion/second (Skipchak/C. Richter) to send the request to the County Personnel Committee to fill the Financial Employment/Social Services Planner position. All ayes. Motion carried.

Dissing presented two requests for voluntary unpaid leave: Amy Higginbotham - 4 days and Renee Peters, 1 day. Motion/second (C. Richter/Meyers) to approve the two requests for voluntary unpaid leave: Amy Higginbotham - 4 days and Renee Peters, 1 day. All ayes. Motion carried.

Property & Insurance: No report.

IT Committee: Wallenfang reported that there will be a meeting next month.
Facilities & Security Committee Report: No meeting.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, July 10, 2012 at 6:00 p.m. at the Green Lake County Government Center.**

Future Agenda Items For Action and Discussion: Presentations by Paula Luther and Sue Sleezer

Committee Discussion: None.

Closed Session per WI Statute 19.85 (1)(c) (employment/evaluation)(f) (personnel issues including disciplinary issues) & (g) (conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved) and 19.85(1)(e): After Motion/second (Trochinski/Wallenfang) to move to closed session. Roll call vote. Trochinski-aye; Wallenfang-aye; Topham-aye; Meyers-aye; Skipchak-aye; C. Richter-aye; Malchetske-aye; Gonyo-aye; D. Richter-aye. All ayes. Motion carried.

Return to Open Session for Decision: Motion/second (Wallenfang/Gonyo) to adjourn closed session and return to open session. Roll call vote. All ayes. Motion carried.

Motion/second (Skipchak/Wallenfang) to recommend to the Green Lake County Personnel Committee approval of the annual evaluation of Rebecca Voeltner, Production Supervisor. All ayes. Motion carried.

Motion/second (Gonyo/Meyers) to start Tetzlaff at the 2-year wage step with 2 weeks of vacation in the first year of employment.

Adjournment: Motion/second (Wallenfang/Topham) to adjourn the meeting. All ayes. Motion carried. The meeting adjourned at 8:16 p.m..