

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT THE HEALTH & HUMAN SERVICES CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON TUESDAY, SEPTEMBER 13, 2011 AT 6:00 P.M.

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

OTHERS PRESENT: Linda Van Ness, Director
LeRoy Dissing, Deputy Director
John Selsing, 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 Priske.
Motion/second. (Malchetske/Topham) to approve the amended agenda to include "Request/Approval for Green Lake County Department of Health & Human Services to Join a Ten-County Income Maintenance Consortium". All ayes.
Motion carried.

Action on Minutes: Motion/second (Richter/Meyers) to approve the minutes of the 8/9/11 Health & Human Services Board. All ayes. Motion carried.

Signing of Vouchers: Motion/second (Topham/Wallenfang) to approve the August Health & Human Services and Veteran's Services vouchers. All ayes.
Motion carried.

Appearances: Public Comment (3 minutes): None.

Correspondence: None.

Board Presentations: 2012 Department of Health & Human Services Budget:
Van Ness expressed concerns to Committee members regarding meeting directive of an additional 3% decrease in tax levy. Van Ness reported to Committee members that she has been looking at all possible ways to cut the Department of Health & Human Services levy an additional \$83,000.00. Van Ness anticipates the only options are to eliminate positions/programs. Van Ness explained personnel changes that are being made in the 2012 proposed budget:

Administrative: Dissing reported that .5 of the Receptionist position will be covering ADRC Information and Assistance duties and will be funded with ADRC funds.

Director position salary was reduced to 3rd step.

Aging/Long Term Care: The DD/Long Term Care position will be deleted and those duties will be transferred to the Birth-Three and the CLTS/CCS Coordinator positions. The person in the DD/LTC position's job duties were changed to ADRC Social Worker/Options & Enrollment Counselor with a wage reduction.

Clinical Services: The CLTS/CCS Coordinator position wage is increased. Additional psychiatric time added for one additional day every other week to meet client needs.

Health Unit: Van Ness reported that funding for the Health Unit on-call system will be reduced. Funding has been covered through bio-terrorism funds which are reduced. Van Ness reported that if there were any after hours calls they would be directed to the Clinical Services on-call system similar to the process done now with Energy Assistance emergencies addressed via the Children & Family Services on-call system.

Van Ness also noted that The Department of Health & Human Services covered \$142,000.00 (2.5% increase in 2012) in Personnel increases to come at 0% tax ley increase at this point.

Van Ness explained the carryover accounts and their purpose and noted that they should be used for one-time designated purposes. Discussion followed. Van Ness reported that the auditor closely monitors the Department of Health & Human Services budget/carryover accounts for compliance.

Van Ness reviewed the County Budget Summary/Comparison with Committee members. (See attached.)

Van Ness explained to Committee members that retirement contributions for non-union employees is \$38,000.00 for 2012 and it is estimated that approximately \$175,000.00 will be available in 2013.

Van Ness reported that the County health insurance increased 4% and the County Clerk reported that the County would be covering the cost of that increase.

Veteran's Service Office Report: 2012 Veteran's Service Budget: Beuthin reported that Paula Luther was offered the position of Deputy Veteran's Service Officer, and will start her position on September 26, 2011.

Beuthin reported to Committee members that he will be taking a request to extend the Deputy Services Officer LTE position so that she can help with training and in Jerry's absences for meetings/vacation in October/November. Discussion followed.

Advisory Committee Reports: Aging: The next meeting will be held on September 21, 2011 at the Green Lake Dartford Bay Apartments.

Health Advisory Committee: The next meeting will be held on October 12, 2011.

Family Resource Council: The next meeting will be held on November 7, 2011. Discussion followed.

Transportation Coordinating Committee: The meeting was held on August 18, 2011. Trochinski reported regarding the meeting. Fox River Industries will be getting two vehicles through the grant within the next six weeks. Bradley reported that all transportation information is due by October 1, 2011 for reports due in December 2011. The next transportation meeting November 17, 2011 - 9:00 a.m. - Public Hearing; 10:00 a.m. - meeting at Fox River Industries.

W-2 Committee Report: No meeting scheduled.

Advocap/Headstart Report: No discussion.

ADRC Coordinating Committee Report: The meeting was held on August 11, 2011 at Marquette County. Priske reported regarding the meeting. The next meeting will be held on October 13, 2011 at Marquette County.

Unit Reports: Administrative: No discussion.

Aging/Long Term Care: Family Care Update: No discussion.

Food Pantry: Van Ness reported that the Cornerstone Project is looking at purchasing the former Department of Health & Human Services building. One of the options is to include the food pantry in a proposed new maintenance building which would be built on the Government Center property. Discussion followed.

Resolution Relating to Consolidating the Duties of the Developmental Disability/Long Term Care Coordinator Position to Other Positions Within the Department of Health & Human Services: Dissing presented the Resolution Relating to Consolidating the Duties of the Developmental Disability/Long Term Care Coordinator Position to Other Positions Within the Department of Health & Human Services. Dissing explained how the job functions would be transitioned to the Birth-Three Coordinator and CLTS/CCS Coordinator. The resolution deletes the DD/LTC position and upgrades the CLTS/CCS Coordinator position from Class III to Class VI. Discussion followed. Motion/Second (Skipchak/Wallenfang) to recommend approval of the Resolution Relating to Consolidating the Duties of the Developmental Disability/Long Term Care Coordinator Position to Other Positions Within the Department of Health & Human Services. All ayes. Motion carried.

Children & Families Unit: No discussion.

Clinical Services Unit: No discussion.

Economic Support Services: Request/Approval for Green Lake County Department of Health & Human Services to Join a Ten-County Income Maintenance Consortium: Van Ness updated Committee members that the Consortium needs to be formed by October 1, 2011. Van Ness is recommending that Green Lake be part of the Eastern Central Consortium which would include the following counties: Waupaca, Outagamie, Manitowoc, Sheboygan, Calumet, Kewaunee, Winnebago, Waushara, Marquette, and Green Lake. Discussion followed. Motion/Second (Richter/Wallenfang) to recommend Green Lake County join the East Central Consortium. All ayes. Motion carried.

Fox River Industries: No discussion.

Health: Current Health Abatements: None.

Policies/Procedures Update: None.

Purchases: None.

Health & Human Services Budget: 2010 Audit: Van Ness reported that the auditor one recommendation for the Department of Health & Human Services recommending that Clinical fees be reviewed for possible increase in charges.

Budget 2011: Review/Update Client Fees: Dissing updated Committee members regarding current clinical Services fees. Dissing reported that the fees have not been increased since 10/01/2008. The current IDP Assessment fee is at \$220.00. Committee members discussed the average being charged throughout the State and a possible increase in Green Lake County. Discussion followed. Motion/Second (Meyers/Topham) to raise the Intoxicated Driver Program(IDP) Assessment fees to \$250.00 effective November 1, 2011. All ayes. Motion carried.

Budget 2012: none.

Committee Discussion: Administrative Committee Report: Priske reported that the Committee discussed the extension of the Corporation Counsel (Selsing) for 3 years. This will be presented at the next County Board meeting.

Finance: No discussion.

Personnel: Vacant Position(s) Review: None.

Dissing reported to Committee members that at a recent Department of Health & Human Services Personnel meeting, three individuals were recommended for hire: Adam Spitler, Economic Support Worker; Michelle Boodry, LTE Mental Health/AODA Counselor; and Paula Luther, Deputy Veteran's Service Officer.

Motion/Second (Wallenfang/Skipchak) to recommend hiring Adam Spitler for the Economic Support Worker; Michelle Boodry for the LTE Mental Health/AODA Counselor; and Paula Luther for the Deputy Veteran's Service Officer. All ayes. Motion carried.

Van Ness reminded the Committee of her retirement at the end of 2011. Van Ness asked Committee members what process they would like regarding the hiring for the Director position. Discussion followed. Committee members want the Director job description reviewed/revised. The Committee would like Van Ness to be part of the interviewing process. Discussion followed regarding options/timelines.

Dissing distributed/explained the revised job descriptions for Committee review.

Clinical Services Unit Manager - changed position job title and included more staff supervision that is being done as part of position.

Adult Protective Services Worker position; Disability Services Worker position and ADRC Social Worker/Options & Enrollment Counselor. Dissing explained how the changes were made to these positions to affect the functions that are being performed as part of the ADRC and changes in Family Care. Van Ness reminded Committee members that there is a resolution that no levy can go into ADRC (Aging and Disability Resource Center).

Motion/Second (Malchetske/Topham) to recommend to County Personnel to approve the revised job descriptions: Clinical Services Unit Manager; Adult Protective Services Worker; Disability Services Worker and ADRC Social Worker/Options & Enrollment Counselor.

Property & Insurance: None.

IT Committee: No discussion.

Facilities & Security Committee Report: Priske reported that the security equipment is installed and working and that all parties involved respond in a timely manner.

Van Ness reported that she and Dissing met with Judge Slate recently to discuss the Department and relationship with the Court.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, October 11, 2011 at 6:00 p.m. at Fox River Industries.**

Priske reported that there will be a picnic on September 20, 2011 at 4:30 p.m. prior to the County Board meeting. All Committee members are invited to attend. The picnic is at Zoebel Park and will include the dedication of the newly installed accessible playground equipment. Discussion followed.

Future Agenda Items For Action and Discussion:

Committee Discussion: None.

Closed Session per WI Statute 19.85 (1)(c)(f) & (g) and 19.85(1)(e): None.

Adjournment: Motion/Second (Wallenfang/Richter) to adjourn the meeting. All ayes. Motion carried.

The meeting adjourned at 7:21 p.m.