

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, MAY 13, 2008 AT 6:00 P.M.

PRESENT: Elden Dallman, Chairman
Cindy Skipchak, Secretary
Gus Mueller, Member
Roberta Erdman, Member
Ruth Topham, Member
Joanne Guden, Member
Dan Priske, Member

EXCUSED: Bob Malchetske, Member
Nolan Wallenfang, Member

OTHERS PRESENT: Linda Van Ness, Director
LeRoy Dissing, Deputy Director
Orrin Helmer, County Board Chairman
John Selsing, Corporation Counsel
Karen Davis, Administrative Assistant
Deb Lyons, Economic Support Unit Manager

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 Van Ness. After discussion, Topham made a motion to approve the amended agenda to move Election of Officers after Call to Order. Guden-second. All ayes. Motion carried.

Correspondence: Election of Officers: Van Ness introduced and welcomed the new and returning Board members to the Health & Human Services Board.

Van Ness opened nominations for Chairman of the Health & Human Services Board. Mueller made a motion to nominate Elden Dallman as Chairman. Guden-second. Van Ness questioned three times if there were any other nominations. Hearing none, Mueller made a motion to close the nominations. Guden - second. All ayes. Motion carried. Mueller made a motion to cast a unanimous ballot for Dallman for Chairman. Guden-second. All ayes. Motion carried.

Dallman opened nominations for Vice Chairman of the Health & Human Services Board. Mueller made a motion to nominate Guden for Vice Chairman. Priske - second. All ayes. Motion carried. Dallman questioned three times if there were any other nominations. Hearing none, Mueller made a motion to close the nominations. Priske - second. All ayes. Motion carried. Mueller made a motion to cast a unanimous ballot for Guden for Vice Chairman. Priske-second. All ayes. Motion carried.

Dallman opened the nominations for Secretary of the Health & Human Services Board. Guden made a motion to nominate Skipchak to serve as Secretary. Mueller-second. Dallman questioned three times if there were any other nominations. Hearing none, Guden made a motion to close the nominations. Topham - second. All ayes. Motion carried. Guden made a motion to cast a unanimous ballot for Skipchak for Secretary. Skipchak-second. All ayes. Motion carried.

The Health & Human Services Sub-Committee members were reviewed:

The Health & Human Services Finance Committee is to remain the same: Dan Priske, Gus Mueller, Ruth Topham and Bob Malchetske, Alternate. After discussion, it was decided Roberta Erdman will be added to the DHHS Finance Committee.

The Health & Human Services Personnel Committee: Nolan Wallenfang, Elden Dallman, Cindy Skipchak, Joann Guden, and Bob Malchetske, Alternate.

Van Ness reported that three reports going to County Board with presentations as follows: Fox River Industries - Dallman; Clinical Services Unit - Guden; and Economic Support Unit - Priske.

Action on Minutes: After discussion, Guden made a motion to approve the amended minutes of the 4/8/08 Health & Human Services Board meeting to read under " Aging/Long Term Care: Long-Term Care Reform - Update:" funding source "remains the same" but... Mueller-second. All ayes. Motion carried.

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

Appearances: Public Comment (3 minutes): None.

Veteran's Service Office Report: None.

Advisory Committee Reports: Aging: Guden reported that the meeting has been rescheduled to June 18, 2008 at the Vista Valley Apartment Mealsite.

Guden reported that on June 6 & 16, 2008, a Tri-County Advocacy 101 training will be held in Montello. This training is to train individuals on how to be effective advocates. Guden reported that some of the items to be covered include Family Care WI; Bay Area Agency on Aging, and Commission on Aging.

Long Term Support: The next meeting will be held on June 18, 2008.

Health Advisory Committee: The meeting was held on April 9, 2008. Skipchak reported regarding the meeting. (See attached Health Unit report.) Discussion followed.

Family Resource Council: The next meeting will be held on June 2, 2008.

Transportation Coordinating Committee: The next meeting will be held on July 24, 2008.

W-2 Committee Report: The next meeting will be held on July 14, 2008.

Advocap/Headstart Report: Mueller reported that the annual meeting will be held at Heidel House on May 15, 2008.

ADRC Coordinating Committee Report: The ADRC Committee meeting was held May 8, 2008 in Waushara County. Guden reported regarding numbers being served in

the three counties. Discussion followed. The next meeting will be held July 10, 2008 in Green Lake County. Guden reported regarding the support groups being held monthly in each county.

Van Ness read a letter of resignation from Denise Blackburn, ADRC Tri-County Coordinator effective June 6, 2008. Discussion followed.

Unit Reports: Administrative: Dissing reported that Administrative staff helped train on the new time sheets to be utilized by all county employees. Discussion followed. Van Ness reported that she is requesting a written protocol so that everyone understands what is needed.

Aging/Long Term Care: Long-Term Care Reform - Update: Van Ness updated Committee members regarding Care Wisconsin, the care management organization. Department of Health & Human Services staff are reviewing the memorandum of understanding which will be presented for signature by the County Board chair at the June 2008 meeting.

Van Ness reported that there were two consumer meetings held to answer questions/concerns. One was held at Fox River Industries and one was held in the basement of the Sheriff's Department.

The transition plan is being developed for start in August with a balance of clients transitioning each month.

Van Ness reported regarding the budget adjustment request for the Family Care Contribution that was presented to and approved by the County Finance Committee 4/24/08 and explained to Committee members regarding the expense account to be developed. Discussion followed.

Committee members reviewed the Commission on Aging April 2008 report. (See attached.)

Children & Families Unit: Resolution Relating to Community Response Worker: Dissing presented the Resolution Relating to Community Response Worker to continue the LTE Community Response Worker for an additional year. Marquette County will be providing some funds. This Worker serves families in Green Lake and Marquette Counties. Discussion followed. After discussion, Skipchak made a motion to recommend to the County Personnel Committee to approve the Resolution Relating to the Community Response Worker. Topham-second. All ayes. Motion carried.

Clinical Services Unit: No discussion.

Economic Support Services: Priske read the Economic Support report that will be presented at County Board. Discussion followed.

Committee members thanked Deb Lyons for her work as a Unit Manager keeping the unit running smoothly and serving consumers.

Fox River Industries: Van Ness reported that John Simpson, Maintenance, is getting bids for the roof repair/replacement at Fox River Industries.

Discussion followed regarding the workshop and their busy schedule due to the new Menards contract.

Health: Current Health Abatements: None.

Policies/Procedures Update: Billing/Collections Policy: Van Ness presented the Billing/Collection Policy for Board review. Van Ness updated Committee members regarding outstanding accounts. Discussion followed. (See attached.)

Purchases: Dissing presented three bids for single tier lockers for Fox River Industries consumers. These would be purchased through the FRI checkbook. The request is for 5 units of lockers (3 lockers per unit): Bernies Equipment Co. Inc. - \$404.39 (per unit); SmokeSign.com - \$222.00 (per unit); and A Plus Warehouse - \$376.18 (per unit). After discussion, Priske made a motion to approve the purchase of 5 units of lockers from SmokeSign.com at \$222.00 per unit with no shipping charges. The funds would come out of the FRI checkbook. Topham-second. All ayes. Motion carried.

Health & Human Services Budget: No report.

Carryover Accounts: Alternate Care: No discussion.

W-2: No report.

Budget 2007: No discussion.

Budget 2008: Van Ness reported that at present the budget is in the black even though, at present, the County Levy has not been moved. Discussion followed.

Committee Discussion: Administrative Committee Report: Helmer reported that the next meeting will be June 2, 2008 with discussion of the 150th sesquicentennial of the county to be celebrated at the Green Lake County fair. Helmer reported that cake will be served on Sunday noon of the fair and that the Historical Societies will be participating in this celebration. County Board supervisors will be helping to distribute the gifts, etc. Board members will be updated.

Finance: No report.

Personnel: Vacant Position(s) Review: Dissing reported that the Community Residential Services Aide position is vacant. The job description has been reviewed, and the position may change with implementation of Family Care. After discussion, Skipchak made a motion to recommend to County Personnel to fill the vacant CRS Aide position. Guden-second. All ayes. Motion carried.

Dissing reported that the Tri-County ADRC Coordinator position has been reviewed and changes in the position have been made. A meeting with Marquette and Waushara counties will occur to review the job description. Discussion followed.

After discussion, Skipchak made a motion to recommend to County Personnel to fill the vacant Tri-County ADRC Coordinator. Guden-second. All ayes. Motion carried.

Property & Insurance: Van Ness distributed the proposed design plans for review presented by Potter and Lawson. Discussion followed. Van Ness explained the suggested changes to Committee members. (See attached.)

IT Committee: Priske reported regarding the recent meeting and that the next meeting will be August 18, 2008. Discussion followed.

Facilities & Security Committee Report: Dissing reported that the meeting was held on May 13, 2008. Committee members were updated regarding the building project. There was discussion regarding policy/procedure for emergency notification to employees regarding a natural disaster. Helmer reported regarding the meeting.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, June 10, 2008 at 6:00 p.m. at Health & Human Services.**

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): After discussion, Topham made a motion to move to closed session. Mueller-second. Roll call vote. Topham-aye; Mueller-aye; Guden-aye; Skipchak-aye; Erdman-aye; Priske-aye; Dallman-aye. All ayes. Motion carried.

Return to Open Session for Decision: After discussion, Erdman made a motion to adjourn closed session and return to open session. Guden-second. Roll call vote. All ayes. Motion carried.

After discussion, Skipchak made a motion to for the Board to authorize the Attorney General's office to appeal the decision. Guden-second. Roll call vote. Skipchak-aye; Guden-aye; Erdman - aye; Priske - abstain Topham-aye; Mueller-aye; Dallman-aye. Motion carried.

After discussion, Guden made a motion to recommend to the Green Lake County Personnel Committee approval of the 6-month evaluation of Mary Johanknecht, Psychiatric Nurse, and pass her to permanent status. Priske-second. All ayes. Motion carried.

After discussion, Guden made a motion to recommend approval of the annual evaluation for Penny Bahn, Secretary II. Priske-second. All ayes. Motion carried.

After discussion, Skipchak made a motion to recommend approval for Penny Bahn, Secretary II, carryover of 2 vacation days past her anniversary date, April 26, 2008, to be utilized by the end of May. Erdman-second. All ayes. Motion carried.

Adjournment: The meeting adjourned at 8:02 p.m. on a motion by Guden. Mueller-second. All ayes. Motion carried.