

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, February 14, 2006 AT 6:00 P.M.

PRESENT: Elden Dallman, Member  
James Disterhaft, Member  
Dan Priske, Member  
Nolan Wallenfang, Member  
Ruth Topham, Member  
Gus Mueller, Member  
Joe Gonyo, Member  
Bob Malchetske, Member

EXCUSED: Cindy Skipchak, Member

OTHERS PRESENT: Linda Van Ness, Director  
LeRoy Dissing, Deputy Director  
Orrin Helmer, County Board Chair  
Dan Sondalle, Assistant Corporation  
Counsel

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 Chairman Dallman. After discussion, Malchetske made a motion to approve the agenda. Mueller-second. All ayes. Motion carried.

Action on Minutes: After discussion, Priske made a motion to approve the minutes of the 1/10/06 Health & Human Services Board meeting. Topham-second. All ayes. Motion carried.

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

Appearances: None.

Correspondence: Committee members reviewed the Department of Health & Human Services 2006 Annual Report and Training Plan which was included in the packet. After discussion, Mueller made a motion to approve the 2005 Annual Report and the 2006 Training Plan. Topham-second. All ayes. Motion carried.

Veteran's Service Office Report: Beuthin distributed and reviewed his 2005 Annual Report with Committee members. Discussion followed. After discussion, Mueller made a motion to approve the Veteran's Service Office Annual Report. Disterhaft-second. All ayes. Motion carried.

Beuthin reported that the Veteran's Service Office received Transportation Grant funding in the amount of \$2,921.00, \$500.00 more than was applied for. Beuthin reviewed with Committee members where these funds will be utilized.

Beuthin reported to Committee members that the Veteran's Service Office is applying for a WDVA grant in the amount of \$8,500.00. The application is due on May 1, 2006. Committee members will be updated.

Closed Session per WI Statute 19.85 (1)(c)(f) & (g) and 19.85(1)(e): After discussion, Wallenfang made a motion to move to closed session. Topham-second. Roll call vote. All ayes. Motion carried.

After discussion, Wallenfang made a motion to adjourn closed session and return to open session. Malchetske-second. Roll call vote. All ayes. Motion carried.

After discussion, Wallenfang made a motion to approve the annual evaluation for Deb Lyons, Economic Support Unit Manager. Topham-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to approve the annual evaluation for Suzi Giesen, Aging/Long Term Support Unit Manager. Topham-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to approve the annual evaluation for Karen Davis, Administrative Assistant. Topham-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to approve the annual evaluation for Tracy Soda, Public Health Nurse II. Topham-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to approve the annual evaluation for Betty Freimark, Community Health Technician. Topham-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to approve the annual evaluation for Nancy Meyer, Supported Employment Coordinator. Topham-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to approve the annual evaluation for Ann Frintner, AODA Counselor. Topham-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to approve the annual evaluation for Kathleen Rasmussen, Psychiatric Social Worker. Topham-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to approve the annual evaluation for Ruth Holmquist, AODA Counselor. Topham-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to approve the annual evaluation for Cindy Stobbe, Mental Health Technician. Topham-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to approve the annual evaluation for Cindy Stobbe, Mental Health Technician. Topham-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to approve the annual evaluation for Emily Roth, CSP Professional - MSW. Topham-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to approve the annual evaluation for Chris Schwalbach, CSP Professional - MSW. Topham-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to approve the annual evaluation for Annie Humphrey, Psychiatric Nurse. Topham-second. All ayes. Motion carried.

Advisory Committee Reports: Aging: The meeting was held February 8, 2006 at the Princeton Senior Center. Disterhaft reported that the Spring Fling will be held April 21, 2006 at Our Lady of the Lake Church.

Disterhaft reported that the Volunteer Recognition will be held at Our Lady of the Lake Church on May 18, 2006.

The ADRC for Green Lake County is moving forward and is expected to open July 1, 2006.

The Benefit Specialist is educating consumers on Medicare Part D so that they better understand the program and can make decisions.

Long Term Support: The meeting was held January 25, 2006. Van Ness distributed the COP Long Term Care minutes from the January 25, 2006 meeting. Dallman reported on the Nursing Home relocation program that is taking place.

Dallman reported that the COP-Link program is extended for one year. Discussion followed.

Dallman reported that the 2006 COP Plan was approved. Discussion followed.

Health Advisory Committee: The Health Advisory Committee meeting was held January 11, 2006. Dallman reported regarding the bird flu. Van Ness distributed the Health Advisory Committee minutes for review.

Family Resource Council: The next meeting will be held on April 3, 2006.

Transportation Coordination Committee: The next meeting will be held March 29, 2006.

W-2 Committee Report: The next meeting will be held April 10, 2006.

Advocap/Headstart: Mueller reported regarding the January 26, 2006 meeting held in Fond du Lac. The AFL/CIO Auto Union came up with a good health care needs plan which includes a fair and equitable access plan for health care.

Unit Reports: Administrative: No report.

Aging/Long Term Care: Request for Info (RFI), Long Term Care - Update: Van Ness reported that it is unsure which RFI/RFP region Green Lake County will be part of. Green Lake County is part of two proposals - The Eastern Region and The Family Partnership Coalition.

Resolution Relating to CLTS (Children's Long Term Support)/CCS (Comprehensive Community Services) Grant Position (Discussion): Van Ness updated Committee members and clarified the fiscal note on the Resolution Relating to CLTS (Children's Long Term Support)/CCS (Comprehensive Community Services) Grant Position. There is only \$39,000.00 in grant funds and the remainder of the \$64,900.000 will be grant generated to cover costs. Discussion followed.

Advancement Social Worker II: Van Ness announced that Katie Rodig, Adult Services Worker, has met and exceeded the criteria for advancement to Social Worker II. This will be effective retro to January 1, 2006. Discussion followed.

ADRC Advisory Committee - By-Laws: Van Ness reported that one of the Department of Health & Human Services Committee members needs to serve on the Tri-County ADRC Advisory Committee. There will be no per deims paid by the grant.

Children & Families Unit: No discussion.

Clinical Services Unit: Coordinated Community Services (CCS): Dissing read a letter of resignation from Kathleen Rasmussen, Psychiatric Social Worker. Discussion followed regarding the need to fill the position with the revised job description. The Health & Human Services Personnel Committee recommends that this position be filled.

Economic Support Services: Van Ness reported that Green Lake County stayed within budget for W-2 for the period 2004-2005.

Fox River Industries: Newsletter (January 2006): The Newsletter that was included in the packet was reviewed. Discussion followed.

Van Ness reported that the fiscal report shows a decrease due to the sale of squirrel corn being down.

Dissing reported that the Health & Human Services Personnel Committee recommended hiring Natosha Franke for the CIP Worker position. She started on 2/13/06.

Health: Current Health Abatements: No discussion.

Van Ness distributed the Health Unit report for review.

Policies/Procedures Update: Policy on Conflict of Interest for Long Term Care Programs: Dissing presented the Policy on Conflict of Interest for Long Term Care which was approved at the COP/Long Term Care Committee meeting on 1/25/06. Discussion followed. After discussion, Topham made a motion to approve the Policy on Conflict of Interest for Long Term Care. Mueller-second. All ayes. Motion carried.

Policy on Certification of Guardians and Family Members as Adult Family Homes: Dissing presented the Policy on Certification of Guardians and Family Members as Adult Family Homes which was approved at the COP/Long Term Care Committee meeting on 1/25/06. Discussion followed. After discussion, Topham made a motion to approve the Policy on Certification of Guardians and Family Members as Adult Family Homes. Mueller-second. All ayes. Motion carried.

Policy on Family and/or Other Household Members as Service Providers:

Dissing presented the Policy on Family and/or Other Household Members as Service Providers which was approved at the COP/Long Term Care Committee meeting on 1/25/06. Discussion followed. After discussion, Topham made a motion to approve the Policy on Family and/or Other Household Members as Service Providers. Mueller-second. All ayes. Motion carried.

Purchases: Birth to Three Testing Materials: Van Ness reported to Committee members regarding a bid for "The Battelle Developmental Inventory, 2<sup>nd</sup> Edition, testing tool for the Birth to 3 program at a cost of \$1,035.00 from Riverside Publishing. The sole provider was approved by the Department of Health & Human Services Committee and the Green Lake County Property & Insurance Committee in December. The Green Lake County IT Committee disapproved the request at their meeting January 9, 2006 due to "the request did not follow established budgeting and purchasing procedures". Dissing explained the concerns to Committee members. Discussion followed. Dissing will contact IT to find out what can be done to purchase this software and what the process should be. After discussion, Priske made a motion to purchase the entire program including the software or else just the program minus the software and recommend approval to the IT Committee. Malchetske-second. All ayes. Motion carried.

Health & Human Services Budget:

Carryover Accounts: Van Ness reviewed the donation account balances as were distributed. Discussion followed.

Alternate Care: No discussion.

W-2: No report.

Budget 2005: Van Ness reported that year 2005 ended in the black with a balance (unaudited) of \$304,823.00 (4% of budget). Discussion followed.

Van Ness explained that the Clinical Services Unit was under budget by \$227,000.00 and that MA Personnel Care revenue exceeded projections. Discussion followed.

Budget 2006:

Committee Discussion: Administrative Committee Report: Helmer reported regarding Senate Bill #4 which gives the County Board or citizens authorization to cut the number of County Board members. The proposed Ordinance will cut the number of County Board Supervisors from 21 to 19 in 2008. Changes would be: Highway and Law Enforcement - 4. Department of Health & Human Services will remain at 5.

Elected official salaries were discussed: What is a job worth and present what a fair wage is to the Committee; Request from supervisor on room rates. Whatever headquarters charges, that is what should be paid. The Current is \$75.00/night. Discussion followed.

Helmer presented Jeff Hoffman's report and findings regarding building projects. The Green Lake County Property & Insurance Committee will get County Finance and bonding people to explain to the County Board how it can be fiscally done as well as developers regarding options for the Courthouse development. The developer will be lined up for the March meeting.

Finance: No discussion.

Personnel: No discussion.

Property & Insurance: No discussion.

IT Committee: No discussion.

Security Committee Report: No report.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, March 14, 2006 at 6:00 p.m. at Health & Human Services.**

Future Agenda Items For Action and Discussion:

Committee Discussion: Van Ness commended Dan Sondalle, Assistant Corporation Counsel, on successfully defending a change of venue request by Fond du Lac County to Green Lake County. Discussion followed.

The Committee reports for County Board will be presented as follows:  
Aging/Long-Term Care Unit - Jim Disterhaft; Children & Family Services - Joe Gonyo; Health Unit - Elden Dallman.

Adjournment: The meeting adjourned at 7:33 p.m. on a motion by Wallenfang. Mueller-second. All ayes. Motion carried.