

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, JULY 14, 2009 AT 5:30 P.M.

PRESENT: Elden Dallman, Chairman  
Joanne Guden, Vice Chair  
Gus Mueller, Member  
Cindy Skipchak, Secretary  
Ruth Topham, Member  
Roberta Erdman, Member  
Nolan Wallenfang, Member  
Dan Priske, Member  
Bob Malchetske, Member

OTHERS PRESENT: Linda Van Ness, Director  
LeRoy Dissing, Deputy Director  
John Selsing, Corporation Counsel  
Karen Davis, Administrative Assistant  
Jerry Beuthin, Veteran's Service Officer

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 5:30 p.m. by Dallman. After discussion, Guden made a motion to approve the amended agenda. Skipchak-second. All ayes. Motion carried.

Action on Minutes: After discussion, Topham made a motion to approve the June 9, 2009 minutes. Guden-second. All ayes. Motion carried.

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

Appearances: Public Comment (3 minutes): Dissing introduced Kristina Trastek, Community Response Social Worker, who was present as a Social Work student to observe a government meeting.

Recommendation for Committee Appointments: Van Ness presented the recommendation for Ed Hendrickson and Bob Michels to serve on the Aging & Disability Resource Center Advisory Committee. After discussion, Guden made a motion to recommend appointment of Ed Hendrickson and Bob Michels to the Aging & Disability Resource Center Advisory Committee. This will be forwarded to County Board Chair, Orrin Helmer. Mueller-second. All ayes. Motion carried.

Correspondence: Parking Lot Request: Dissing read a request from John Geils, Tuscumbia Country Club, requesting to use the Health & Human Services parking lot after hours on July 17, 2009 to park vehicles for an event being held at the Country Club. After discussion, Dissing was directed to let Mr. Geils know that the approval would need to go through the Property & Insurance Committee which does not meet until August 2009.

Veteran's Service Office Report: Beuthin reported regarding the 6-month budget summary for 2009 - expenses under budget, revenues above budget. The balance of the 2009 budget looks good at this point.

Beuthin explained the GI bill to Committee members and the benefits available to Veterans.

After discussion, Mueller made a motion to approve the Veteran's Service report. Topham-second. All ayes. Motion carried.

Advisory Committee Reports: Aging: The meeting was held on July 8, 2009 at the Green Lake Dartford Bay Mealsite.

Guden reported that Betty Gross, Berlin Senior Center, was nominated and selected to receive the Senior Achievement Award - District 3. She will be receiving this award in Green Bay.

Guden reported that discussion was held regarding the mealsites and concerns regarding funding.

Guden reported that the waiting list is being served through the Family Care Program.

Guden reported that the Senior Farm Market Nutrition Program will start in July. Vouchers will be available for eligible seniors being distributed at the following locations: July 15<sup>th</sup> - Berlin; July 23<sup>rd</sup> - Princeton/Green Lake; July 21<sup>st</sup> - Manchester.

Guden reported that the senior picnic will be held on August 14, 2009 at Soldier & Sailor Park at cost of \$5.00. Tickets are available at the Department of Health & Human Services.

Guden reported that Bradley is working on the 2010-2011 Aging Plan.

The next meeting will be held September 23, 2009 at the Princeton Senior Center.

Health Advisory Committee: The meeting was held July 13, 2009 at 9:00 a.m.

Dallman reported regarding the H1N1 vaccine procedure for fall. Discussion followed. (See attached minutes.)

Family Resource Council: The next meeting will be held on September 14, 2009.

Transportation Coordinating Committee: The next meeting will be held August 13, 2009.

W-2 Committee Report: A meeting will be scheduled in the near future. Van Ness reported that the W-2 Plan is due July 31, 2009.

Advocap/Headstart Report: Mueller reported that the last meeting was held at Prairieview School. A presentation was made regarding the history of ADVOCAP.

ADRC Coordinating Committee Report: The meeting was held on July 9, 2009 in Green Lake County.

Guden reported regarding the meeting. Discussion followed.

Guden reported that there will not be a new Resource Directory published this year and that they will be published every other year.

Guden reported that there will be no additional funding for the ADRC.

Discussion followed regarding prevention services.

Guden updated Committee members regarding upcoming events.

Discussion followed regarding in-home assessments and the expense - \$600.00/assessment. There was discussion at the meeting whether to continue this assessment process or not because of the expense. Committee members will be updated.

The next meeting will be held September 10, 2009 in Marquette County.

Unit Reports: Administrative: Van Ness reported that there will be a retirement reception for Mary Ann Wolff, Secretary I, on July 29, 2009 at 4:30. Committee members are invited to attend.

Dissing reported that the vacant Secretary I position is being advertised. A Health & Human Services Personnel Committee meeting is scheduled for Thursday, July 30, 2009 at 4:30 p.m. to hire for this position.

Aging/Long Term Care: Long-Term Care Reform - Update: Van Ness reported that the Family Care transition is still proceeding.

Food Pantry - "Emergency Food Access for After Hours" (Policy): Van Ness presented the Emergency Food Access for After Hours Policy to Committee members for review. After discussion, Guden made a motion to approve the Emergency Food Access for After Hours policy. Skipchak-second. All ayes. Motion carried.

Children & Families Unit: Dissing reported that the majority of placements are in foster care which brings the cost of these services down.

Clinical Services Unit: No discussion.

Economic Support Services: Discussion/Resolution Related to Organization of Economic Support Unit: Van Ness updated Committee members regarding re-organization in the Economic Support Unit. Van Ness reported that a resolution will be brought to the next meeting.

Fraud Program 2009: Van Ness reported that \$1,666 will be provided to the consortium to continue fraud for the remainder of 2009. The funding has been greatly reduced. Van Ness reported that there is a 9-county consortium contracts to perform the limited fraud services.

Fox River Industries: Conveyer System - Corn/Manufacturing: Van Ness shared pictures showing the conveyer system to Committee members. A meeting will be held at Fox River Industries in the near future so that the system can be demonstrated.

Representative Payee Program: Dissing reported that the Representative Payee Program is being utilized with 2 clients at present. This will be expanded in the near future for the 50-60 consumers for which DHHS is the Rep Payee. Dissing reported that Georgia Zills, Community Residential Services Aide, has been moved to Fox River Industries to help with the rep payee functions as well as other functions as needed.

FRI - Vibroacoustic Body Pillow: Van Ness explained the vibroacoustic body pillow and the needs of the clients to Committee members. After discussion, Skipchak made a motion to recommend the purchase of the Sonatron Body Pillow from Allied Products at a cost of \$1,265.50 in addition to the purchase of a foam wedge and shipping charges. Guden-second. All ayes. Motion carried.

Health: Current Health Abatements: No discussion.

Agent Status/Review: Van Ness reported regarding a complaint from Marquette County. Van Ness explained that the State had not been doing all of the inspections properly. Now that the three-county consortium is performing the inspections, there are more thorough inspections, thus, some complaints are to be expected.

Out-of-State Training Request: Van Ness presented a request for Kathy Munsey to attend a training in Columbus, Ohio on August 25-26, 2009 sponsored by the National Association of County and City Health Officials. Van Ness will present the request at the August 2009 Health & Human Services meeting.

Policies/Procedures Update: Working at Home Policy Exemption: Dissing reported to Committee members regarding the Working at Home Policy exemptions. Discussion followed regarding on-call, etc. Dissing will look into this matter further and report back to Committee members.

Purchases: None.

Health & Human Services Budget: Budget 2009: Van Ness reported regarding the 2009 budget.

State Budget 2009-2011: Van Ness reported that all of the State revenue figures have not been received to date.

Committee Discussion: Administrative Committee Report: No discussion.

Finance: Public Hearing: Van Ness reported that the public hearing for the 2010 Department of Health & Human Services budget will be held August 11, 2009 from 5:00 - 6:00 p.m. for all Board members.

Personnel: Vacant Position(s) Review: Dissing reported to Committee members that there are two vacant positions. Dissing reported that the Health & Human Services Personnel Committee hired Katie Rodig, for ADRC Care Manager/Social Worker position. The Committee also hired Jenny Stanek for the Intensive In-Home Social Worker position. Dissing updated Committee members that this will leave the Juvenile Court Dispositional Worker and Adult Protective Services Worker positions vacant. Dissing reported that the classifications for these positions did not change.

The State requirement requires investigations for Elder Abuse/protective service issues, therefore, the need to fill the Adult Protective Services Worker position.

The State requires social worker to supervise families. There are currently 2 ½ positions to perform these functions. Currently, the caseload is 24 families per FTE. Therefore, the Department is requesting that the Juvenile Court Dispositional Worker position be filled.

The recommend is for approval for filling both positions. After discussion, Skipchak made a motion to recommend approval by the County Personnel Committee to fill the Juvenile Court Dispositional Worker and Adult Protective Services Worker positions. Guden-second. All ayes. Motion carried.

Property & Insurance: DHHS Space Update: Committee members were updated regarding progress on the new building project.

IT Committee: No discussion.

Facilities & Security Committee Report: No meetings held.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, August 11, 2009 at 6:00 p.m. at Health & Human Services.**  
**Budget Hearing - August 11, 2009, 5:00-6:00 p.m.**

Future Agenda Items For Action and Discussion: 2009 budget

Committee Discussion: None.

Closed Session per WI Statute 19.85 (1)(c)Evaluations, Personnel Matters, Grievances(f) Personnel Medical History & (g)Confer with Legal Counsel Pending Litigation and 19.85(1)(e) Purchases: After discussion, Malchetske made a motion to move to closed session. Priske-second. Roll call vote. Malchetske-aye; Priske-aye; Topham-aye; Guden-aye; Skipchak-aye; Mueller-aye; Erdman-aye; Wallenfang-aye; Dallman-aye. All ayes. Motion carried.

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

Priske made a motion to recommend to County Personnel for a written reprimand and one-day unpaid suspension for an employee with referral to the Employee Assistance Program (EAP). Skipchak-second. Roll call vote. Priske-aye; Skipchak-aye; Malchetske-aye; Topham-aye; Guden-aye; Mueller-aye; Erdman-aye; Wallenfang-aye; Dallman-aye. All ayes. Motion carried.

Adjournment: The meeting adjourned at 7:10 p.m. on a motion by Malchetske. Guden-second. All ayes. Motion carried.