

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON TUESDAY, FEBRUARY 9, 2016 AT 5:00 P.M.

PRESENT:

Nick Toney, Vice Chairman
Richard Trochinski, Member
John Gende, Member
Joy Waterbury, Secretary
Candace Smith, Member
Brian Floeter, Member
Jack Meyers, Member

EXCUSED: Joe Gonyo, Chairman
Nolan Wallenfang, Member

OTHERS PRESENT: Linda Van Ness, Director
Jon Vandeyacht, Veteran's Service
Officer
Karen Davis, Administrative Assistant
Marge Bostelmann, County Clerk

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 5:07 p.m. by Vice Chair Toney.

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

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

Action on Minutes: Motion/second (Meyers/Trochinski) made a motion to approve the minutes of the 1/12/16 Health & Human Services Board meeting. All ayes. Motion carried.

Signing of Vouchers: Toney entertained a motion to approve the vouchers for the final 2015 expenses, January 2016 expenses and Veteran's Service vouchers. Motion/second (Floeter/Gende) to approve the final 2015 expenses, January 2016 expenses and Veteran's Service vouchers. All ayes. Motion carried.

Appearances: None.

Public Comment (3 minutes): None.

Correspondence: 2015 Annual Report: The 2015 Annual Report was reviewed for approval. Motion/second (Waterbury/Trochinski) made a motion to approve the 2015 Annual Report. All ayes. Motion carried.

2016 Training Plan: The 2016 Training Plan was reviewed for approval. Motion/second (Waterbury/Trochinski) to approve the 2016 Training Plan. All ayes. Motion carried.

Committee Appointment - Health Advisory Committee: Van Ness updated Committee members when the Committee meetings are for the Health Advisory Committee. Discussion followed. Candace Smith stated she would serve on the Health Advisory Committee.

ADRC Coordinating Committee: Van Ness and Waterbury updated Committee members regarding when the Committee meetings are held for the ADRC Coordinating Committee. John Gende stated he would serve on the ADRC Coordinating Committee.

Motion/Second (Toney/Floeter) to recommend to Jack Meyers, County Board Chair for Candace Smith to serve on the Health Advisory Committee and John Gende to serve on the ADRC Coordinating Committee. All ayes. Motion carried.

Veteran's Service Office Report: Vandeyacht reported regarding Veterans Service Office activities.

Advisory Committee Reports: Aging: The meeting was held on January 20, 2016 at the Green Lake County Government Center. Trochinski reported regarding the meeting. (See attached minutes.) The next meeting will be held on March 16, 2016 at the Health & Human Services Board room.

Health Advisory Committee: The meeting was held on January 13, 2016. (See attached minutes.)

Family Resource Council: The next meeting will be held on March 7, 2016.

Transportation Coordinating Committee: The next meeting will be held on April 13, 2016.

Advocap/Headstart Report: No report.

ADRC Coordinating Committee Report: The next meeting will be February 11, 2016 at 1:00 p.m. in Marquette County.

Unit Reports: Administrative: Audit of Health & Human Services Billing and Accounting progress to date/Schenck: Van Ness/Bostelmann updated Committee members regarding progress with the AVATAR system and the billing process. Discussion followed.

Van Ness reported that the application process is continuing for the Receptionist/Data Entry Specialist.

Aging/Long Term Care: Van Ness directed Committee members to the attached report.

Behavioral Health Unit: See Attached Report.

CLTS/CCS Coordinator and CSP Administrator: Van Ness updated Committee members regarding that Gretchen Malkowsky posted into the CLTS/CCS Coordinator and CSP Administrator position.

Children & Families Unit: See attached report.

Van Ness updated Committee that there will be a "CAP run" for awareness of child abuse/neglect in April 2016.

Economic Support Services: No report.

Fox River Industries: Bathroom Remodeling Update: Bostelmann updated Committee members that bid requests are out and anticipates that the bids will be opened at the March County Property & Insurance Committee.

Health: Current Health Abatements: None.

The January Health and Environmental Health Reports were presented. (See attached.)

Policies/Procedures Update: None.

Purchases: Fox River Industries - Treadmill: Van Ness explained that the Knights of Columbus made a donation to purchase the treadmill that is being requested for Fox River Industries. Motion/second (Trochinski/Meyers) to recommend to purchase the treadmill from Play It Again Sports at a cost of \$3,000 with funds being utilized from a donation from Knights of Columbus. All ayes. Motion carried.

Electrical Timer System for Vehicles: Van Ness presented a bid for an electrical timer system for vehicles at Fox River Industries. See attached bid from Ness Electric for a cost of \$2,751.99. Motion/second (Waterbury/Trochinski) to recommend the approval of the electrical timer system for vehicles at Fox River Industries from Ness Electric at a cost of \$2,751.99. All ayes. Motion carried.

Cube Corner with mat - 7: Van Ness presented the updated bids for the Varidesk Cube corner for \$660 per desk for a total of 7 units. Motion/second (Meyers/Gende) to recommend purchase of the 7 units at a cost of \$660 per unit. Discussion followed. Meyers explained the need for Departments to budget for purchases instead of just purchasing because there are monies there. After discussion, roll call vote: Meyers-nay; Gende-nay; Waterbury-aye; Floeter-aye; Smith-aye; Trochinski-aye; Tony-aye. Motion carried.

Health & Human Services Budget 2016: Van Ness reported regarding the 2016 budget and review. Bostelmann reported that through Schenck and auditing the DHHS will have more specific account numbers to capture all the grant funding. Committee members will be updated.

Committee Discussion: Administrative Committee Report: Meyers reported regarding the meeting.

Finance: No discussion.

Personnel: Vacant Position(s) Review: ADRC Resource Specialist: Van Ness presented the four points to fill the vacant ADRC Resource Specialist position. Van Ness reported that the ADRC Resource Specialist job description was reviewed and revised. Motion/second (Trochinski/Meyers) to approve filling the vacant ADRC Resource Specialist. All ayes. Motion carried.

Review of Administrative Manual - Hiring Process: Bostelmann updated Committee members regarding the process in the Administrative Manual for the hiring process. Bostelmann explained the difference in the process between hiring line staff and management staff. Discussion followed.

Motion/second (Waterbury/Floeter) to follow policy of the Administrative Manual regarding the hiring of positions and at the chairman's discretion for hiring any management staff. All ayes. Motion carried.

Property & Insurance: Trochinski reported regarding the meeting.

IT Committee: No quorum, no meeting.

Facilities & Security Committee Report: No report.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, March 8, 2016 at 5:00 p.m. at Fox River Industries.**

Future Agenda Items For Action and Discussion:

Closed Session Wis. Stat § 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session relates to performance and possible discipline of certain DHHS employees and review Director applications: Motion/second (Trochinski/Toney) to adjourn to closed session. Roll call vote. Trochinski-aye; Toney-aye; Meyers-aye; Gende-aye; Waterbury-aye; Smith-aye; Floeter-aye. All ayes. Motion carried.

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

Closed session: Motion/second (Meyers/Gende) to adjourn to closed session. Roll call vote. Gende-aye; Meyers-aye; Smith-aye; Floeter-aye; Waterbury-aye; Trochinski-aye; Toney-aye. Motion carried.

Motion/second (Trochinski/Meyers) to hire Linda Van Ness for one-year for Director with evaluation in six months regarding her status. Roll call vote. Trochinski-aye; Meyers-aye; Gende-aye; Waterbury-aye; Smith-aye; Floeter-aye; Toney-aye. All ayes. Motion carried.

Adjournment: Motion/second (Gende/Floeter) to adjourn the meeting. The meeting adjourned at 7:26 p.m..

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