

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, JUNE 9, 2009 AT 5:30 P.M.

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

EXCUSED: Roberta Erdman, Member  
Nolan Wallenfang, Member

OTHERS PRESENT: Linda Van Ness, Director  
LeRoy Dissing, Deputy Director  
John Selsing, Corporation Counsel  
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 5:30 p.m. by Dallman. After discussion, Priske made a motion to approve the amended agenda to move "Agent Status/Review" to closed and add under 15D closed - "Discuss/Hire Intensive In-Home Clinical Therapist. Guden-second. All ayes. Motion carried.

Action on Minutes: After discussion, Guden made a motion to approve the May 12, 2009 amended minutes to correct "Interim Emergency Operation enter to 'Center'. Mueller-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): None.

Correspondence: Van Ness read a letter of resignation from Mary Ann Wolff, Secretary I, effective July 31, 2009 after 23 years. After discussion, the Board accepted Mary Ann Wolff's resignation with appreciation for all her years of service.

Van Ness distributed the Christine Anne Center Annual Report for Committee review. (See attached.)

Veteran's Service Office Report: No report.

Advisory Committee Reports: Aging: The meeting will be held on May 11, 2009 at the Berlin Senior Center.

Guden reported regarding the meeting. (See attached minutes.) Guden reported that a summary will be presented on costs/participants at each mealsite.

Guden reported that the Senior picnic will be held on August 14, 2009 at Soldier & Sailor Park.

The next meeting will be held on July 8, 2009 at Dartford Bay Apartments Mealsite.

Health Advisory Committee: The meeting will be held July 10, 2009 at 9:00 a.m.

Family Resource Council: The meeting was held June 1, 2009. (See attached minutes.)

Transportation Coordinating Committee: The next meeting will be held September 10, 2009.

W-2 Committee Report: No meeting scheduled.

Advocap/Headstart Report: Mueller reported regarding the annual recognition dinner which was held May 14, 2009 at the Hilton Inn in Oshkosh.

ADRC Coordinating Committee Report: Guden reported regarding the ADRC Coordinating Committee meeting which was held on May, 14, 2009 in Waushara County.

Guden reported that there needs to be two members appointed to the ADRC Committee. Committee members will be updated.

The Berlin Senior Center will be holding Tai Chi lessons on Mondays and Wednesdays.

Guden reported that the Assistive Technology Kits were demonstrated. The kits were part of a grant from the Stout Vocational Rehabilitation Institute. The kits contain a variety of equipment options that individuals can try in their home, community and workplace to enhance their independence.

The next meeting will be held July 9, 2009 in Green Lake County.

Unit Reports: Administrative: No report.

Aging/Long Term Care: Long-Term Care Reform - Update: Van Ness reported that the Family Care transition is still proceeding with the County working with the CMO to resolve issues.

Food Pantry: Van Ness reminded Committee members that the Food Pantry needs to continue to serve individuals after Health & Human Services has moved to the new building. If the Health & Human Services building is sold, the County will need to decide where the food pantry will be housed.

The Aging Report was distributed for review (See attached.)

Children & Families Unit: Review/Adopt Mentoring Program Policies & Procedures: Dissing updated Committee members regarding the Mentoring Program Policies and Procedures. (See attached summary). The summary and program were reviewed. After discussion, Topham made a motion to adopt the Mentoring Program Policies and Procedures. Guden-second. All ayes. Motion carried.

Clinical Services Unit: Dissing updated Committee members that the DHHS Personnel Committee hired Lindsay Loewe for the Mental Health/AODA Counselor position.

Economic Support Services: Discussion/Resolution Related to Organization of Economic Support Unit: Van Ness discussed re-organization in the Economic Support Unit. Discussion followed regarding possibly changing the Energy Assistance position to that of an Economic Support Worker and spreading the Energy Assistance duties across the 5 workers to help with caseloads. Discussion followed.

Discussion followed regarding the option of contracting for Energy Assistance program and funding was explained to Committee members. Discussion followed. Committee members will be updated.

Fraud Program 2009: Van Ness reported the county has not received what the 2009 funding will be but there will be further decreases in Fraud Program funding statewide.

Green Lake County, which is part of a 9-county consortium that contracts for the fraud, will contribute \$1,666.00 to keep the program running through 2009. Discussion followed.

Fox River Industries: Conveyor System - Corn/Manufacturing: Dallman reported that he went to Winneconne and viewed the conveyor system that is going to be installed at Fox River Industries. Dallman feels that the system is built well and will help production at Fox River Industries. A board meeting will be held later this year at Fox River Industries after the conveyor system is up and running.

Representative Payee Program: Dissing reported regarding the Representative Payee Program. Dissing updated Committee members that there are 50-60 consumers for which the DHHS is the Rep Payee each having individual accounts. The auditor recommendation was to go to one account where client funds would be deposited in and the checks written from there. There will be separate sub-accounts set up for each client in the system. The approval has been made for the software. The First National Bank needed a resolution/minutes from the County to authorize creation of this one account for all funds. Dissing reported that the County Finance Committee approved this at their May 28, 2009 meeting. Discussion followed. After discussion, Priske made a motion to approve the single county account for the representative payee program through the First National Bank. Skipchak-second. All ayes. Motion carried.

Van Ness noted that newspaper article regarding Fox River Industries. (See attached.)

Fox River Industries has a new roof at a cost of \$16,000.00. Maintenance was instrumental in getting this done.

Health: Current Health Abatements: No discussion.

Policies/Procedures Update: Van Ness reported that the Mission/Vision Statement is being revised. (See attached draft.)

Purchases: None.

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

State Budget 2009-2011: Van Ness updated Committee regarding the 2009-2011 State budget figures. Discussion followed.

Committee Discussion: Administrative Committee Report: No discussion.

Finance: No discussion.

Personnel: Vacant Position(s) Review: Secretary I: Dissing reviewed the revised Secretary I job description position and reviewed the four points for recruitment and application procedures. After discussion, Skipchak made a motion to approve the revised Secretary I job description and recommend to County Personnel Committee filling the position. 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, July 14, 2009 at 5:30 p.m. at Health & Human Services.**

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

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

There was discussion/motion with the Corporation Counsel regarding citizen complaints and his responsibility to report to the Department of Health & Human Services Board.

After discussion, A motion was made and seconded regarding inspections in the Berlin area. All ayes. Motion carried.

Adjournment: The meeting adjourned at 7:30 p.m. on a motion by Guden. Topham-second. All ayes. Motion carried.