

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, JANUARY 13, 2015 AT 5:00 P.M.

PRESENT: Bob Malchetske, Vice Chairman
Cindy Skipchak, Secretary
Jack Meyers, Member
Richard Trochinski, Member
Marian Sommerfeldt, Member
Joy Waterbury, Member
Nick Toney, Member
Nolan Wallenfang, Member

EXCUSED: Joe Gonyo, Chairman

OTHERS PRESENT: LeRoy Dissing, Director
Philip Robinson, Deputy Director
Jerry Beuthin, Veteran's Service Officer
Karen Davis, Administrative Assistant
Diane Meulemans, 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 5:02 p.m. by Vice Chair Malchetske

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

Approval of Agenda: Motion/second (Wallenfang/Meyers) to approve the agenda as attached. All ayes. Motion carried.

Action on Minutes: Motion/second (Meyers/Skipchak) made a motion to approve the minutes of the 12/9/14 Health & Human Services Board meeting as amended to correct the minutes to say the next meeting January 13th not 15th. All ayes. Motion carried.

Signing of Vouchers: Motion/second (Trochinski/Sommerfeldt) to approve the December Health & Human Services vouchers. All ayes. Motion carried.

Motion/second (Meyers/ Sommerfeldt) to approve the Veteran's Services vouchers. All ayes. Motion carried.

Appearances: Committee members welcomed Nick Toney, County Board Member, to the Health & Human Services Committee meeting.

Public Comment (3 minutes): None.

Correspondence: Dissing reported that the Spring WCHSA Conference will be held in April 2015. Any Committee member interested in attending should contact the agency so registration can be done.

Dissing explained the Wisconsin Counties Association document that was distributed regarding Health & Human Services day, April 8, 2015, at the Capital in Madison including what items would be covered. Any interested Committee member should contact the agency and plans will be made to register and coordinate travel.

Veteran's Service Office Report: Beuthin reported regarding Veterans Service Office activities. Beuthin reported that the interview process is proceeding for his position.

Beuthin presented a request to enter an MOU with the Commonwealth Development Corporation to develop apartments in the old high school building. The MOU includes a certain number of rooms for Veterans.

Meulemans is reviewing the document and her recommendation is not to sign the MOU as it is supporting one private entity and concerns if others come forward. Confidentiality issues with accessing a list of names of Veteran's to be served was also a concern.

Discussion followed whether to send a letter of support for this apartment initiative.

Trochinski made a motion to write a letter of support for this apartment initiative. No second.

Dissing reported that the candidates for the Veteran's Services Officer will be screened next week by management staff. The following week, Dissing would like to schedule a DHHS Personnel Committee meeting with possibility of including the Veteran's Service Commission in on the final interviews. A DHHS Personnel Committee/Veteran's Service Commission meeting is scheduled for January 26, 2015 meeting at 5:30 p.m. in the Conference Room next to the Board room.

Beuthin reported that his last day is February 6, 2015. Beuthin was invited by Chairman Meyers to attend the February county Board meeting for recognition of his service.

Advisory Committee Reports: Aging: The meeting will be held on January 21, 2015 at the Green Lake County Government Center.

Trochinski reported regarding the meeting with the Berlin Senior Center regarding the Nutrition Program.

Health Advisory Committee: The next meeting will be held on January 14, 2015.

Family Resource Council: The next meeting will be held on March 2, 2015.

Transportation Coordinating Committee: The next meeting will be held on April 22, 2015.

Advocap/Headstart Report: No report.

ADRC Coordinating Committee Report: The January 8, 2015 meeting was cancelled.

Quad County Family Resource Network Council Committee: The January 8, 2015 meeting was cancelled.

Unit Reports: Administrative: Signing 2014 Vouchers/Expenses: Dissing explained that there are outstanding 2014 expenses that will be coming in yet and normally the Director is given permission by the Board to authorize payment of those before the end of January 2015. Motion/Second (Skipchak/Wallenfang) to give permission for Dissing to authorize payment of the remaining 2014 expenses before the end of January 2015. All ayes. Motion carried.

Davis reported regarding the Angel Tree program.

Dissing distributed an e-mail that was distributed to DHHS staff regarding employee appreciation, etc. Dissing explained that there will be a mandatory meeting each month with each Unit doing a meet and greet with an agency potluck following. Notices will go out to the County Board/Health & Human Services Committee regarding these meetings.

Dissing reported regarding other activities in the Administrative Unit.

Aging/Long Term Care: Approval of the 2015 COP Plan: Dissing presented the 2015 COP Plan for review and approval. Discussion followed. Motion/second (Skipchak/Trochinski) to recommend approval of the 2015 COP Plan. All ayes. Motion carried.

Children & Families Unit: The report was distributed for Committee review. (See attached.) Discussion followed.

Clinical Services Unit: Dissing reported that management staff are contracting with two psychiatrists through e-psychiatry with services starting on January 15, 2015. Discussion followed.

Economic Support Services: Dissing reported regarding activities in the unit including Energy Assistance and Affordable Health Care Act in which there are now 5 providers available. Discussion followed.

Dissing reported that he received notice that Forward Services, the W-2 Program, is relocating to the Berlin Job Center location. Discussion followed.

Fox River Industries: Dissing reported that the corn production is very busy. Discussion followed.

Dissing reported that the Lead Bus Driver is retiring. Dissing explained the need to fill this position.

Health: Current Health Abatements: None.

Resolution on Health Unit Restructuring: Dissing reported that Judy Kasuboski is retiring March 5, 2015.

Dissing reported that the position was reviewed and presented the recommended changes including creating a Public Health Specialist position. See Resolution Relating to Restructuring the Health Unit Within the Department of Health & Human Services. Discussion followed. Motion/second (Skipchak/Toney) to recommend to the Green Lake County Personnel Committee approval of the "Resolution on Health Unit Restructuring". All ayes. Motion carried.

Policies/Procedures Update: Dissing updated Committee members regarding the discussion regarding the voucher list and disclosure. See attached recommended policy - "Policy on Public Disclosure of Voucher List". Discussion followed. Motion/second (Trochinski/Skipchak) to approve the Policy on Public Disclosure of Voucher List. Roll call vote Trochinski-aye; Skipchak-aye; Meyers-aye; Sommerfeldt-aye; Wallenfang-aye; Toney-aye; Waterbury-nay; Malchetske-aye. Motion carried.

Purchases: None.

Health & Human Services Budget: Dissing distributed and explained the comparison over the past three years of expenditures/revenues. (See attached.) Dissing commended DHHS staff for their handling of out-of-home placements and crisis issues.

Committee Discussion: Administrative Committee Report: No report.

Finance: No discussion.

Personnel: Vacant Position(s) Review:

Deputy Veteran's Service Officer: Beuthin updated Committee members regarding the possibility of the Deputy Veteran's Service Officer gets the Veteran's Service Officer position. Beuthin explained the 4 points regarding the recruitment and need to fill this position. Motion/second (Trochinski/Wallenfang) to recommend to County Personnel to fill the Deputy Veteran's Service Officer position if the Deputy gets hired for the Veteran's Service Officer position. All ayes. Motion carried.

Lead Bus Driver: Dissing reported that the Lead Bus Driver will be retiring in March 2015. Dissing reviewed the 4 points for recruitment and need to fill this position. Motion/second (Toney/Sommerfeldt) to recommend to County Personnel to approve filling the vacant Lead Bus Driver position. All ayes. Motion carried.

Property & Insurance: No report.

IT Committee: Toney/Waterbury reported regarding the 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, February 10, 2015 at 5:00 p.m. at Health & Human Services.**

Future Agenda Items For Action and Discussion:

Committee Discussion: No discussion.

Adjournment: Motion/second (Skipchak/Toney) to adjourn the meeting. All ayes. Motion carried.

The meeting adjourned at 6:54 p.m.