

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 MONDAY, JUNE 13, 2016 AT 5:00 P.M.

PRESENT: Joe Gonyo, Chairman
Nick Toney, Vice Chairman
Richard Trochinski, Member
Joy Waterbury, Secretary
Brian Floeter, Member
Harley Reabe, Member

EXCUSED: Candace Smith, Member
John Gende, Member

OTHERS PRESENT: Linda Van Ness, Director
Karen Davis, Administrative Assistant
Shelby Jensen, Economic Support Unit
Manager
Kathy Munsey, Health Unit Manager

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 5:00 p.m. by Chair Gonyo.

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

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

Action on Minutes: Motion/second (Reabe/Waterbury) to seat Toney. All ayes. Motion carried.

Motion/second (Waterbury/Trochinski) to approve the minutes of the 5/10/16 Health & Human Services Board meeting. All ayes. Motion carried.

Signing of Vouchers: Motion/second (Reabe/Waterbury) to seat Toney. All ayes. Motion carried.

Motion/second(Reabe/Trochinski) to approve the April 2016 expenses. Roll call vote: Reabe-aye; Trochinski-aye; Gende-aye; Floeter-aye; Waterbury-aye; Toney-aye. Motion carried.

Motion/second (Trochinski/Gende) to approve the Joy Waterbury voucher. Roll Call vote. Trochinski-aye; Gende-aye; Floeter-aye; Reabe-aye; Toney-aye. Waterbury - abstain. Motion carried.

Motion/second (Trochinski/Gende) to approve the Veteran's Service expenses. All ayes. Motion carried.

Appearances: None.

Public Comment (3 minutes): John Talbot, Volunteer, Green Lake Food Pantry Volunteer, was present to express concerns regarding the lock to enter the food pantry. Talbot stated that the lock does not work properly. Talbot stated that Maintenance states there is nothing wrong with the lock. Talbot is requesting a bid on a new lock for the Food Pantry and stated that the Food Pantry Volunteers would raise funds to replace the lock if necessary. Discussion followed. It was suggested to get Property & Insurance to get Kitz & Pfeil to check the lock. Bostelmann will contact Property & Insurance/Maintenance in regards to the lock.

Correspondence: Davis reported that Candace Smith is resigning from the Health & Human Services Board. If anyone knows of a potential new lay member let Van Ness know.

Van Ness reported she is recruiting new members for the Committee.

Committee Appointments: The recommendation for Committee appointment for Pat Flanigan to the Aging Advisory Committee was presented. Motion/second (Reabe/Waterbury) to recommend to County Board Chair the appointment of Pat Flanigan to the Aging Advisory Committee. All ayes. Motion carried.

Veteran's Service Office Report: No report.

Review and Fill Vacant Position(s): Public Health Nurse/Health Educator: Munsey reported that Jeri Loewe, Public Health Nurse, has resigned from her position effective July 8, 2016. Munsey reported regarding the need to fill the vacant Public Health Nurse position. Munsey was present to explain the changes made to the job description including changing the position to Public Health Nurse/Health Educator and why she is recommending that the position be filled. Discussion followed. Motion/second (Waterbury/Trochinski) to recommend to County Personnel to approve the revised Public Health Nurse/Health Educator position and recommend filling that position.

Health Unit: Munsey explained the Confidentiality Policy to Committee members. Discussion followed.

Munsey reported that the Health Unit will be having a Health Fair for all employees on June 27, 2016. All Committee members are invited to attend.

Economic Support Unit: Recommendation to County Board - Joint Resolution Relating to Combining the Child Support Agency with the Economic Support Unit under the Department of Health & Human Services: Gonyo directed Committee members to the information in the packet regarding Combining Child Support Agency with the Economic Support Unit under the Department of Health and Human Services. Bostelmann updated Committee members regarding the recent Judicial Law Committee discussion regarding this and the County Personnel Committee recommendation. Discussion followed.

Jensen explained to Committee members the possible re-organization and other factors regarding the amount of workers needed to perform the duties and re-allocation of job duties to administrative staff within the Department of Health & Human Services.

Discussion followed. Transition timelines were discussed.

Motion/second (Trochinski/Floeter) to recommend to County Personnel and County Board to recommend approval of the Joint Resolution Relating to Combining Child Support Agency with the Economic Support Unit under the Department of Health & Human Services. All ayes. Motion carried.

Resolution Relating to Discuss and act on 2012 Resolution regarding Economic Support Worker - Resolution Relating to Economic Support Worker: Van Ness explained the history relating to the Resolution Relating to Increasing Hours of Economic Support Worker Position. (See attached.) Jensen explained the history of what happened to the person in this position. Discussion followed.

Motion/second (Toney/Gende) to make a motion to recommend to County Personnel and County Board approval of the Resolution Relating to Increasing Hours of Economic Support Worker Position. All ayes. Motion carried.

Review and Fill Vacant Position(s): Substance Abuse Counselor: Van Ness read a letter of resignation for Trixie Murphy, Dual Diagnosis Counselor. Van Ness reported that the job description was reviewed and changed to Substance Abuse Counselor and explained the need to fill the position. Motion/second (Toney/Floeter) to recommend to County Personnel to fill the vacant Substance Abuse Counselor. All ayes. Motion carried.

Lead Bus Driver: Van Ness explained to Committee members regarding the vacant Lead Bus Driver position. Van Ness reported that the job description for the Lead Bus Driver was reviewed and explained the need to fill this position. Motion/second (Toney/Floeter) to recommend to County Personnel to fill the vacant Lead Bus Driver position.

Purchases: Discussion followed regarding the replacement of the lock at the Food Pantry. It is recommended that Property & Insurance contact Kitz and Pfeil to have the lock looked at.

Advisory Committee Reports: Aging: The meeting was held on May 18, 2016. Trochinski reported regarding the meeting. The Senior Picnic will be held on August 12th.

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

Family Resource Council: The meeting was be held on June 6, 2016. Trochinski reported regarding the meeting. See attached minutes.

Transportation Coordinating Committee: The next meeting will be held on November 16, 2016.

Advocap/Headstart Report: Gonyo reported regarding the meeting.

ADRC Coordinating Committee Report: The meeting was on May 12, 2016 at 1:00 p.m. in Marquette County. Waterbury reported regarding the meeting. Waterbury reported regarding the review and the ADRC Center located at the Green Lake County Department of Health & Human Services.

Unit Reports: Administrative: Audit of Health & Human Services Billing and Accounting progress to date/Schenck - Request for Additional Services: Van Ness updated Committee members that staff are continuing to work with Schenck to meet state/federal guidelines for policies/procedures and for tracking grants/reporting.

Aging/Long Term Care: No discussion.

Behavioral Health Unit: See Attached Report.

Children & Families Unit: See attached report.

Economic Support Services: Discussed above.

Fox River Industries: Bathroom Remodeling Update: No discussion.

Discussion Regarding Report on Walk-Through of FRI building - Jody Traas, AEGIS Corporation: No discussion.

Health: Current Health Abatements: None.

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

Policies/Procedures Update: Van Ness reported that staff are meeting with Schenck to review/revise fiscal policies and procedures to meet State/Federal guidelines.

Health & Human Services Budget 2016: No report.

Committee Discussion: Administrative Committee Report: No meeting.

Finance: Reabe reported regarding the meeting.

Personnel: Vacant Position(s) Review: None.

Property & Insurance: Trochinski reported regarding the meeting.

IT Committee: Waterbury reported regarding the IT Committee meeting.

Facilities & Security Committee Report: No report.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next special Health & Human Services Board meeting will be Monday, June 20, 2016 **at 5:00 p.m. at Fox River Industries.**

Future regular meeting - July 11, 2016 at the Green Lake County Government Center.

Future Agenda Items For Action and Discussion: Economic Support Worker; AVATAR - legal matter

Adjournment: The meeting adjourned at 7:20 p.m..