

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, NOVEMBER 13, 2017 AT 5:00 P.M.

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

EXCUSED: John Gende, Member

OTHERS PRESENT: Jason Jerome, Director
Karen Davis, Administrative Assistant
Jon Vandeyacht, Veteran's Service Officer
Dawn Klockow, Corporation Counsel
Catherine Schmit, County Administrator

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 County Board Chair Reabe.

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

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

Action on Minutes: Motion/second (Waterbury/Reabe) to approve the minutes of the 10/17/17 Health & Human Services Board meeting as presented. All ayes. Motion carried.

Appearances: None.

Correspondence: None.

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

Advisory Committee Reports: Aging Advisory Committee Report: Trochinski reported regarding agenda items for the next meeting which will be held on November 16, 2017.

Health Advisory Committee: The meeting was held on October 11, 2017. Hoffman reported regarding the meeting.

Advocap/Headstart Report: Waterbury and Gonyo reported regarding the meeting.

Unit Reports: Administrative: Health & Human Services Billing Update: Jerome updated Committee members regarding the resignation of our Billing Specialist and one of our Data Entry Specialist/Receptionist posting into that position and now the need to fill the Data Entry Specialist/Insurance Verification Representative position. Jerome reported that billing will continue on a regular basis during the transition.

Aging/ADRC Unit: The report was in the packet. (See attached.)

Meal Bids: Jerome reported that the Aging Advisory Committee is recommending to continue with the present vendors to provide senior meals: Berlin Senior Center and Feils Catering. Motion/second (Trochinski/Waterbury) to approve the caterer bids for senior meals - Berlin Senior Center and Feils Catering. All ayes. Motion carried.

85.21 Grant: Jerome presented the proposed 85.21 grant for approval. Motion/second (Trochinski/Reabe) to approve the proposed 85.21 grant proposal. All ayes. Motion carried.

2018 Aging Budget: Jerome presented the proposed 2018 Aging budget for Committee review. Motion/second (Trochinski/Toney) to approve the proposed 2018 Aging budget.

Behavioral Health Unit/Health Unit: Letter of Support - Community Collaborations Grants - CWHP (Central WI Health Partnership): Munsey was present and explained the need for a letter of support for the Community Collaborations grant proposal. (See attached.) Motion/second (Waterbury/Trochinski) to approve sending a letter of support for the Community Collaborations Grants - CWHP).

2017 - 2022 Health Improvement Plan: Munsey explained the 2017 - 2022 Health Improvement Plan as presented. (See attached.)

Policies/Procedures Update: Your Information, Your Rights, Our Responsibilities (HIPAA) Policy: Jerome presented the "Your Information, Your Rights, Our Responsibilities (HIPAA)" policy for Committee review. (See attached.) Discussion followed. (Motion/second) (Floeter/Waterbury) to approve the "Your Information, Your Rights, Our Responsibilities (HIPAA) Policy. All ayes. Motion carried.

Billing and Collections: Jerome presented the revised "Billings and Collections" policy for Committee review. Motion/second (Reabe/Floeter) to approve the Billings and Collections Policy. All ayes. Motion carried.

Inpatient Billings and Collections Policy: Jerome presented the revised "Inpatient Billings and Collections Policy. Motion/second (Reabe/Reif) to approve the Inpatient Billings and Collections Policy. All ayes. Motion carried.

Purchases: Cell Phone Upgrade - Behavioral Health Unit: Jerome updated Committee members regarding the request for a cell phone upgrade for the Behavioral Health Unit. (See attached.) Discussion followed. Waterbury/Toney) to recommend approval to upgrade of the i-Phone from a flip phone for the Behavioral Health Unit. All ayes. Motion carried.

Health & Human Services Budget 2018: No discussion.

Committee Discussion: No discussion.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting will be Monday, December 11, 2017 **at 5:00 p.m. at the Green Lake County Government Center.**

Future Agenda Items For Action and Discussion: None.

Adjournment: Gonyo adjourned the meeting at 5:34 p.m.