

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT THE HEALTH & HUMAN SERVICES CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON TUESDAY, AUGUST 10, 2010 AT 6:00 P.M.

PRESENT: Dan Priske, Chairman
Jack Meyers, Vice Chairman
Cindy Skipchak, Secretary
Joe Gonyo, Member
Ruth Topham, Member
Bob Malchetske, Member
Nolan Wallenfang, Member
Richard Trochinski, Member

EXCUSED: David Richter, Member

OTHERS PRESENT: Linda Van Ness, Director
LeRoy Dissing, Deputy Director
John Selsing, Corporation Counsel
Karen Davis, Administrative Assistant
Jerry Beuthin, Veteran's Service Officer

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 6:00 p.m. by Priske. After discussion, Wallenfang made a motion to approve the amended agenda. Skipchak-second. All ayes. Motion carried.

6:00 - 6:30 2011 Budget Hearing/Review: Beuthin reviewed the proposed 2011 Veteran's Service Budget with Committee members. (See attached.) Discussion followed. Meyers made a motion to recommend to the Finance Committee approval of the 2011 Veteran's Services budget. Topham-second. All ayes. Motion carried.

Van Ness reported that only the 2010/2011 personnel costs have been added into the budget at this point. Van Ness reported that the State figures have not been received yet. Van Ness reviewed the budget/revenues/personnel for the Children & Family Services Unit to show an example to help Committee members understand how the Health & Human Services budget is set up. (See attached.)

Van Ness distributed and explained the 2011 projected personnel costs for the Department of Health & Human Services. (See attached.)

Malchetske made a motion to recommend to the County Finance Committee approval of the proposed 2011 Department of Health & Human Services to date. Skipchak-second. Discussion followed. All ayes. Motion carried.

Van Ness reported that the 2010 budget to date is expended 58.85%; Revenues - 74.75% received; The Aging budget - expenditures - 58.77% and revenues - 64.90% received. Discussion followed.

Action on Minutes: After discussion, Topham made a motion to approve the minutes of the 7/13/10 Health & Human Services Board meeting. Wallenfang-second. All ayes. Motion carried.

Signing of Vouchers: After discussion, Skipchak made a motion to approve the July Health & Human Services and Veteran's Services vouchers. Topham-second. All ayes. Motion carried.

Appearances: Public Comment (3 minutes): None.

Correspondence: Van Ness shared a letter to the Information Technology Committee thanking IT staff for their efforts in moving from the old Department of Health & Human Services building to our new facility. All computers were up and running when we opened on June 7, 2010. (See attached.)

Van Ness reviewed the letter she sent to County Finance explaining budget 2010 accounts and their status. (See attached.) Discussion followed.

Veteran's Service Office Report: Beuthin reported that the Veteran's Services office recently had a booth at fair to make information available regarding services, available compensation claims, pension claims, health care applications, etc. which was very successful.

Beuthin reported that the Veteran's Service Office received the application for WI Department of Veterans Affairs transportation grant. Beuthin will submit the grant and is anticipating approximately \$1,650 in grant funding. Topham made a motion to approve the Veteran's Service report. Wallenfang-second. All ayes. Motion carried.

Advisory Committee Reports: Aging: The meeting was held July 21, 2010 at the Markesan Vista Valley Apartments Mealsite. Meyers reported regarding the Commission on Aging Advisory Committee meeting. Meyers reported that the Senior Picnic will be held August 13, 2010 at Our Lady of the Lake Church. The next meeting will be held September 15, 2010 at the Berlin Senior Center. (See attached minutes.)

Health Advisory Committee: The meeting was held on July 14, 2010. The next Health Advisory Committee meeting will be held October 13, 2010. (See attached minutes.)

Family Resource Council: The next meeting will be scheduled at a later date.

Transportation Coordinating Committee: The meeting was held on July 15, 2010. Trochinski reported regarding the Transportation Coordinating Committee meeting. The next meeting will be held on November 18, 2010 at Fox River Industries. (See attached minutes.)

W-2 Committee Report: No meeting scheduled.

Advocap/Headstart Report: No report.

ADRC Coordinating Committee Report: The meeting was held July 15, 2010 in Waushara County. The next meeting will be held on October 14, 2010 in Green Lake County.

Van Ness reported that there has been discussion regarding adding Adams County into ADRC consortium. Committee members will be updated. Dissing reported that there will also be a meeting to hire the ADRC Coordinator later this month. Discussion followed.

Unit Reports: Administrative: No discussion.

Aging/Long Term Care: Long-Term Care Reform - Update: No discussion.

Van Ness reviewed the monthly aging report. (See attached.)

Food Pantry - Volunteer Meeting Minutes: Van Ness distributed the food pantry volunteer meeting minutes for review. Discussion followed. (See attached.)

Van Ness reported that the food pantry open house was held on August 7, 2010 at the new location inside the former Department of Health & Human Services building. Discussion followed.

Children & Families Unit: Out-Of-State Training/Travel Request: Dissing reviewed the letter from Sue Sleezer, Children & Family Services Unit Manager, requesting permission for Jessica Cody, Social Worker II, to attend a training in Columbia, South Carolina, September 22-24, 2010 re: "Behind the Net: Incorporating Technology Into the Multidisciplinary Team Investigation of Child Sexual and Physical Abuse Cases". A grant has been applied for and the request to attend the training is pending approval of the grant. This grant would cover all travel, conference fees and lodging. Discussion followed.

Topham made a motion to recommend to County Personnel approval for Jessica Cody, Social Worker II, to attend a training in Columbia, South Carolina, September 22-24, 2010 re: "Behind the Net: Incorporating Technology Into the Multidisciplinary Team Investigation of Child Sexual and Physical Abuse Cases". Approval of this training is contingent on grant approval which would cover all travel, conference fees and lodging. Skipchak-second. All ayes. Motion carried.

Clinical Services Unit: Service/Therapy Dog Update: Van Ness reported that this matter has been reviewed and approved by County Personnel and Property and Insurance. Clinical Services staff will be utilizing this program with clients. Prior to another dog being used in the Department of Health & Human Services, there must be approval from the Committees.

Economic Support Services: Operation Backpack: Van Ness reported that the giveaway will take place later this month.

Indigent Burial Policy (Draft): Van Ness distributed the "2010 Survey of County Policy and Procedure for Indigent Non-MA Burials". (See attached.) **Committee members are to review and this will be discussed at the September 2010 meeting.** Discussion followed.

Fox River Industries: Van Ness reported that Fox River Industries has secured an additional contract with Menards. Van Ness reported that Schuh will be utilizing a different freight hauler which is less expensive.

Health: Current Health Abatements: No discussion.

Worksite Breastfeeding Policy Update: Van Ness distributed the revised "Breastfeeding Policy" for Committee review. Discussion followed.

Van Ness reported that the annual "A Night Out for Women's Health" will take place on September 22, 2010.

Van Ness reported that Green Lake County is experiencing their first case of lockjaw/Tetanus which is being handled through the Health Unit.

Van Ness directed Committee members to the Birth-3 summary report which was very positive. (See attached.)

Policies/Procedures Update: None.

Purchases: Dissing presented bids for a heavy duty treadmill for Fox River Industries: Play It Again Sports - \$799.00; 2nd Wind Exercise Equipment - \$1,549.00; and Dick's Sporting Goods - \$899.98. The recommended purchase is from Play It Again Sports - \$799.00. After discussion, Malchetske made a motion to recommend purchase of the heavy duty treadmill for Fox River Industries through the donation account from Play It Again Sports - \$799.00. Topham-second. All ayes. Motion carried.

Dissing presented bids for Pneumatic stapler for workshop at Fox River Industries with donation funds. Three bids were presented: Ulins - \$349.00; Star Packaging - \$343.00 and Ample Supply - \$305.00. The recommendation is for the pneumatic stapler from Ample Supply at a cost of \$305.00. After discussion, Malchetske made a motion to recommend purchase of the pneumatic stapler for Fox River Industries through the donation account from Ample Supply at a cost of \$305.00. Topham-second. All ayes. Motion carried.

Dissing presented bids for an impulse heat sealer for the workshop at Fox River Industries: Audion Automation - \$1,000.00; James Dawson Co. - \$950.00 and Belson Co. \$1,224.50. After discussion, Meyers made a motion to recommend the purchase of the impulse heat sealer from James Dawson Co. at a cost of \$950.00 contingent on checking other avenues with Wallenfang. Wallenfang-second. All ayes. Motion carried.

Health & Human Services Budget: Budget 2009: Van Ness reported that the audit has not been received yet for 2009.

Budget 2010: Van Ness reported that the 2010 is on target at present.

Budget 2011: The 2011 budget was discussed at the budget hearing.

Committee Discussion: Administrative Committee Report: No discussion.

Finance: No discussion.

Personnel: Vacant Position(s) Update: Dissing read resignation letter August 20, 2010 from Kristina Trastek, Child Welfare Case Manager.

Dissing reviewed the four points for recruitment and application procedures needed to fill Child Welfare Case Manager position, After discussion, Skipchak made a motion to recommend to County Personnel filling the vacant Child Welfare Case Manager position. Wallenfang-second. All ayes. Motion carried.

Dissing read a request for unpaid leave for Noelle Timm, Psychiatric Nurse. Dissing explained that she is not eligible for family medical leave. Timm is requesting the time around November 4, 2010, at the time that the baby is born. She will be using her personal days and then three months off unpaid. Discussion followed. Skipchak made a motion to recommend approval of three months unpaid leave for Noelle Timm, Psychiatric Nurse and/around November 4, 2010. Malchetske-second.

Dissing reported that Brenda Keller, HR Consultant, is not renewing her contract with the County which is to expire next month. Discussion followed.

Property & Insurance: No discussion.

IT Committee: No report.

Facilities & Security Committee Report: Dissing reported regarding the meeting held August 3, 2010. Judge McMonigal was at the meeting. The Judge expressed concerns regarding the route juveniles and Chapter 51 individuals take to the courtroom. An alternate route will need to be developed.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, September 14, 2010 at 6:00 p.m. at Health & Human Services.**

Future Agenda Items For Action and Discussion:

Committee Discussion: None.

Closed Session per WI Statute 19.85 (1)(c)(f) & (g) and 19.85(1)(e): None.

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