

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT THE GREEN LAKE COUNTY GOVERNMENT CENTER, 571 COUNTY ROAD A, GREEN LAKE, WI 54941 ON TUESDAY, SEPTEMBER 11, 2012 AT 6:00 P.M.

PRESENT: Dave Richter, Chairman
Ruth Topham, Member
Nolan Wallenfang, Member
Richard Trochinski, Member
Joe Gonyo, Member
Jack Meyers, Vice Chairman
Bob Malchetske, Member

EXCUSED: Carter Richter, Member
Cindy Skipchak, Secretary

OTHERS PRESENT: LeRoy Dissing, Director
Philip Robinson, Deputy Director
Dan Sondalle, 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 6:00 p.m. by D. Richter.

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

Approval of Agenda: Motion (Wallenfang/Topham) to approve the agenda. All ayes. Motion carried.

Action on Minutes: Motion/second (Wallenfang/Trochinski) made a motion to approve the minutes of the 8/14/12 Health & Human Services Board meeting. All ayes. Motion carried.

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

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

Appearances: Public Comment (3 minutes): None.

In-Service: None.

Correspondence: Dissing distributed information regarding the WCSHA Fall Conference to be held on December 7-8, 2012 in Wisconsin Rapids. Committee members interested in attending are to contact the office to register. Discussion followed.

Richter discussed with Committee members regarding options for members to receive the agendas/minutes and handouts. After discussion, the consensus was to e-mail information for meetings unless large amount which is necessary to mail.

Veteran's Service Office Report: None.

Advisory Committee Reports: Aging: The next meeting will be held on September 19, 2012 at the Berlin Senior Center with the Public Hearing from 9:30 - 10:30 a.m. and the Committee meeting from 10:30 - 11:30 a.m.

Trochinski reported regarding the ribbon-cutting ceremony was held on August 27, 2012 with an open house at the Berlin Senior Center.

Health Advisory Committee: The next meeting will be held on October 10, 2012.

Family Resource Council: The next meeting will be held on October 8, 2012.

Transportation Coordinating Committee: The next meeting will be held on November 15, 2012.

Advocap/Headstart Report: Gonyo reported that the next meeting will be held on Thursday, September 13, 2012.

ADRC Coordinating Committee Report: The next meeting will be held on October 25, 2012 at 1:00 p.m. at Marquette County.

Unit Reports: Administrative: No report.

Aging/Long Term Care: The monthly report was distributed for Committee review. The Senior Sentinel Newsletter was distributed. Discussion followed.

Children & Families Unit: The monthly report was distributed for Committee review.

Discussion followed regarding the therapeutic wilderness camp that 2 youth attended. Dissing discussed possible options for in-services at a camp such as this or other care facilities.

Clinical Services Unit: Robinson reported regarding placements and unit activities.

Economic Support Services: Dissing reported that the Health & Human Services Personnel Committee hired Kathleen Mulhern as the Financial Employment/Social Services Planner Worker effective September 4, 2012.

Fox Valley Workforce Development Board: Dissing reported regarding representatives from the Board attend the next meeting to present a report. Discussion followed regarding the Job Center and the help in finding individuals jobs. Committee members would like numbers.

Dissing updated Committee members regarding the recent Operation Backpack program that was held for August 23rd Discussion followed.

Fox River Industries: Dissing reported that Schuh, Fox River Industries, is requesting to increase the amount charging for rep payee services that are performed through Fox River Industries. Dissing reported that Fox River Industries is providing Rep Payee services to approximately 65 individuals at a cost of \$6.50 per month. Schuh is requesting to increase the monthly amount from \$6.50 to \$9.50 per month

Motion/second (Topham/Trochinski) to increase the monthly rate for Representative Payee services from \$6.50 to \$9.50 per month. All ayes. Motion carried.

Health: Current Health Abatements: None.

The monthly report was distributed for Committee review.

Discussion followed regarding whooping cough and the availability of the vaccine. Dissing will provide Committee members with vaccine information.

Policies/Procedures Update: None.

Purchases: Dissing updated Committee members regarding the purchase of a Whiteboard on Wheels that needed to be purchased through the Permanency Roundtable grant. Dissing reported that he contacted D. Richter to approve the purchase since it was over \$200.00. Dissing presented the bids: hayneedle.com - \$207.99; Staples - \$369.99 and Amazon = \$381.00. Motion/second (Wallenfang/Malchetske) to purchase the Whiteboard on Wheels form hayneedle.com at a cost of \$207.99. All ayes. Motion carried.

Discussion followed regarding the policy regarding purchases. At the present time, the policy is as follows: purchase requests from \$200-\$500 need department committee approval and purchases over \$500.00 need Property & Insurance approval. Discussion followed regarding increasing these amounts due to the economy and also the fact that these are already put into the budget that is approved annually. Discussion followed. Motion/second (Meyers/Wallenfang) to recommend to the Property & Insurance Committee to increase amounts to \$1,000-\$1,500 requiring department committee approval and over \$1,500 need Property and Insurance Committee approval. All ayes. Motion carried.

Dissing presented bids for a new fax machine: Modern Business Machines - \$779 with an annual maintenance agreement of \$165.00; Oshkosh Office Systems - \$799.00. Discussion followed. Motion/second (Malchetske/Topham) to recommend to Property and Insurance purchase of a new fax machine from Modern Business Machines at a cost of \$779.00 with the annual maintenance agreement of \$165.00. All ayes. Motion carried.

Health & Human Services Budget: 2011 Audit: Dissing reported that the audit is done. There were some findings which were procedural and are being corrected internally. Audit was presented to County Board \$196,000.00 in the black.

Budget 2012: Dissing reported that the 2012 budget is within budget.

Budget 2013: Dissing attended the Finance meeting regarding the 2013 budget and is invited back on September 27, 2012 to explain increased revenue amounts. Dissing reported this involves the Jail Recidivism Grant/Sheriff's Department funding.

Committee Discussion: Administrative Committee Report: No report.

Finance: No report.

Personnel: Vacant Position(s) Review: None.

Dissing read a request for voluntary unpaid leave for Renee Peters, Birth to Three Coordinator, for September 28, 2012. Motion/second (Malchetske/Topham) to approve one day unpaid leave on September 28, 2012 for Renee Peters, Birth to Three Coordinator. All ayes. Motion carried.

Property & Insurance: No discussion.

IT Committee: Wallenfang reported that a student intern from Green Lake Schools started in the IT Department and will help do an inventory for the IT Department.

Facilities & Security Committee Report: The next meeting will be held on November 6, 2012.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, October 9, 2012 at 6:00 p.m. at Fox River Industries.**

Future Agenda Items For Action and Discussion:

Committee Discussion: Topham questioned the Work to Welfare Program and what the future plans include. Discussion followed.

Closed Session per WI Statute 19.85 (1)(c) (employment/evaluation)(f) (personnel issues including disciplinary issues) & (g) (conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved) and 19.85(1)(e):
None.

Adjournment: Motion/second (Wallenfang/Meyers) to adjourn the meeting. All ayes. Motion carried. The meeting adjourned at 7:03 p.m..