

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT FOX RIVER INDUSTRIES, 222 LEFFERT ST, BERLIN, WI ON TUESDAY, OCTOBER 12, 2010 AT 6:00 P.M.

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

EXCUSED: David Richter, Member
Cindy Skipchak, Secretary

OTHERS PRESENT: Linda Van Ness, Director
LeRoy Dissing, Deputy Director
John Selsing, Corporation Counsel
Karen Davis, Administrative Assistant
Ed Schuh, Fox River Industries Unit Manager

Certification of Open Meeting Law: The requirements of the Open Meeting Law have been met.

Call for Order: The meeting was called to order at 6:00 p.m. at Fox River Industries by Priske.
Motion/second (Topham/Meyers) to approve the amended agenda to table burials until the November board meeting. All ayes. Motion carried.

Action on Minutes: Motion/second (Topham/Wallenfang) to approve the minutes of the 9/14/10 Health & Human Services Board. All ayes. Motion carried.

Signing of Vouchers: Motion/second (Wallenfang/Topham) to approve the October Health & Human Services and Veteran's Services vouchers. All ayes. Motion carried.

Appearances: Public Comment (3 minutes): None.

Ed Schuh, Fox River Industries: Schuh reported to Committee members all the various programs/activities that are performed through Fox River Industries. Schuh explained to Committee members the accounts that the workshop contracts with. Discussion followed. (See attached report.)

Van Ness complimented Schuh on his performance as Unit Manager for Fox River Industries.

Budget 2011: Van Ness reviewed the 2011 budget with Committee members. Discussion followed. (See attached.)

Priske reviewed county budget items with Committee members. (See attached.)

Van Ness explained the Undesignated Reserve Account for Health & Human Services and Van Ness reported on amounts that would be paid to the State for Family Care buyout. Discussion followed.

Priske reported on the Ad Hoc Committee that will be reviewing each department to determine if any consolidation and/or levy reduction can be done.

Correspondence: Dissing read a letter of resignation from Deb Lyons, Economic Support Unit Manager, effective January 31, 2011. Motion/second (Topham/Meyers) to accept the resignation, with regrets and appreciation of her years of service, of Deb Lyons, Economic Support Unit Manager All ayes. Motion carried.

Veteran's Service Office Report: None.

Advisory Committee Reports: Aging: The meeting was held September 15, 2010 at the Berlin Senior Center. Meyers reported regarding the Nutrition Advisory Council and volunteers from the mealsites who will serve on the council. Meyers reported that the Committee received the by-laws and will review.

Meyers reported regarding the Senior Picnic and the success with 163 in attendance.

Meyers reported regarding the CWAG Fall meeting held on October 4, 2010 at the Berlin Senior Center.

The next Aging Advisory Committee meeting will be held on November 17, 2010 at the Princeton Senior Center.

Health Advisory Committee: The next Health Advisory Committee meeting will be held October 13, 2010.

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

Transportation Coordinating Committee: The next meeting will be held on November 18, 2010.

W-2 Committee Report: No meeting scheduled.

Advocap/Headstart Report: No report.

ADRC Coordinating Committee Report: The next meeting will be held on October 14, 2010 at the Green Lake County Department of Health & Human Services.

Unit Reports: Administrative: No discussion.

Aging/Long Term Care: Long-Term Care Reform – Update: No report.

Food Pantry: Van Ness read a request from the Food Pantry volunteers for a door for the food pantry. Van Ness will bring the matter to Property & Insurance.

Children & Family Services Unit: No discussion.

Clinical Services Unit: Dissing reported that the Community Support Program was re-certified for 2 years. The Mental Health/AODA re-certification will take place October 20, 2010.

Economic Support Unit: Indigent Burial Policy (draft): Tabled until the November Board meeting.

Backpack Program: See attached report.

Fox River Industries: YTD Fiscal Update: See attached.

Health: Current Health Abatements: No discussion.

TB Dispensary Certification: Van Ness reported that a Memorandum of Understanding is being developed to access funding from the State in dealing with TB cases. Discussion followed.

Wisconsin Office of Rural Health Grant: Van Ness reported that the Health Unit has received a \$15,000.00 small business implementation grant through the Wisconsin Office of Rural Health.

Policies/Procedures Update: None.

Purchases: TV/VCR for Lobby: Dissing presented bids for a TV/DVD combo for the lobby to show educational materials: Wal-Mart - Sanyo 32" - \$398.00; Best Buy - Coby 32" - \$493.00; and Best Buy - Toshiba 32" - \$479.00 with the recommended purchase from Wal-Mart. Motion/second (Wallenfang/Topham) to recommend the purchase of the TV/DVD combo for the lobby from Wal-Mart, a Sanyo 32" TV/DVD combo at \$398.00. All ayes. Motion carried.

Fox River Industries Treadmill (2nd): Dissing read a request for a second treadmill through donation funds. For Fox River Industries. Three bids were presented: Play It Again Sports - \$799.00; 2nd Wind Exercise Equipment - \$1,549.00; and Dick's Sporting Goods - \$899.98 with the recommendation to purchase the treadmill from Play It Again Sports. Motion/second (Meyers/Gonyo) to recommend the purchase of a 2nd treadmill for Fox River Industries using donation funds from Play It Again Sports - \$799.00. All ayes. Motion carried.

Dissing presented bids for a Premium Pallet Truck (jack) which would have greater "raised height" ability and more durable for the workshop: Wesco - \$339.00; Eco - \$419.00; and Relius - \$427.00. The recommendation is to purchase from Wesco for \$339.00. Motion/second (Malchetske/Wallenfang) to recommend the purchase of the Premium Pallet Truck (jack) from Wesco for \$339.00 with Fox River Industries donation funds. All ayes. Motion carried.

Health & Human Services Report: Audit 2009: Reviewed above.

Budget 2010: No discussion.

Budget 2011: Reviewed above.

Committee Discussion: Administrative Committee Report: Priske reported that a meeting was held to review the options for the vacant Administrative Coordinator position which could possibly include some restructuring.

Finance: No discussion.

Personnel: Vacant Position(s) Update: Dissing reported that the Economic Support Unit Manager position will be vacated by Deb Lyons. The Unit Manager positions supervises 5 staff that have in excess of 300 cases each. The updated job description (with minor changes) was reviewed. Dissing presented the four points for recruitment and application procedures for this position and reported that this is a needed position. Motion/second (Topham/Wallenfang) to recommend to County Personnel filling the vacant Economic Support Unit Manager position. All ayes. Motion carried.

Dissing reported that a Department of Health & Human Services Personnel Committee meeting needs to be scheduled to interview for the Mealsite Manager position. The next Department of Health & Human Services Personnel Committee meeting will be held Thursday, October 21, 2010 at 6:00 pm.

Property & Insurance: No discussion.

IT Committee: The next IT Committee meeting will be held October 25, 2010.

Facilities & Security Committee Report: No discussion.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, November 16, 2010 at 6:00 p.m. at the Department of 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: Motion/second (Meyers/Trochinski) to adjourn. All ayes. Motion carried.

The meeting adjourned at 7:55 p.m.