

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT THE HEALTH & HUMAN SERVICES CENTER, 500 LAKE STEEL ST, GREEN LAKE, WI 54941 ON TUESDAY, DECEMBER 8, 2009 AT 5:30 P.M.

PRESENT: Elden Dallman, Chairman
Joanne Guden, Vice Chair
Gus Mueller, Member
Cindy Skipchak, Secretary
Dan Priske, Member

EXCUSED: Nolan Wallenfang, Member
Ruth Topham, Member
Orrin Helmer, County Board Chair
Roberta Erdman, Member
Bob Malchetske, Member

OTHERS PRESENT: Linda Van Ness, Director
LeRoy Dissing, Deputy Director
John Selsing, 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 5:30 p.m. by Dallman. After discussion, Guden made a motion to approve the amended agenda to include under "Aging/Long Term Care - Homebound Meals Billing Procedure". Skipchak-second. All ayes. Motion carried.

Action on Minutes: After discussion, Priske made a motion to approve the minutes of the November 17, 2009 meeting. Mueller-second All ayes. Motion carried.

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

Appearances: Public Comment (3 minutes): None.

Correspondence: None.

Veteran's Service Office Report: Beuthin reported that for 11 months of 2009 there was a 13.4% increase on mail/correspondence and 11.8% increase on calls. Beuthin reported that the Veteran's Service budget is under budget for 2009.

Beuthin reported regarding increased disability claims on returning Iraq Veterans with multiple disabilities. Discussion followed.

Discussion followed regarding the GI benefits and education.

Discussion followed regarding the Department of Veteran Affairs and staff changes being made.

After discussion, Priske made a motion to Approve Veteran's Service report. Skipchak-second. All ayes. Motion carried.

Advisory Committee Reports: Aging: The meeting was held on November 18, 2009 at the Markesan Vista Valley Apartments Mealsite. (See attached minutes.)

Guden reported regarding the meeting. The Committee recommended a suggested donation of \$3.50/\$4.00 per meal for three months with review in March 2010. Discussion followed.

Guden reviewed the mealsite program survey with Committee members. (See attached.)

The next meeting will be held on January 13, 2010 at the Berlin Senior Center.

Health Advisory Committee: The next meeting will be held January 13, 2010 at 8:00 a.m.

Family Resource Council: The next meeting will be held in 2010.

Transportation Coordinating Committee: The meeting was held November 19, 2009. (See attached minutes.)

The next meeting will be held March 18, 2010 at Fox River Industries.

W-2 Committee Report: No report.

Advocap/Headstart Report: Mueller reported that the annual party for ADVOCAP will be in December 2009 at La Sure's.

ADRC Coordinating Committee Report: The next meeting will be held January 14, 2010 in Green Lake County.

Unit Reports: Administrative: Van Ness reported regarding Angel Tree.

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

Homebound Meals Procedure: Van Ness explained the procedure that is presently being used and changes recommended by the auditor for the homebound meal program. The suggested new procedure will be sending out all notices with suggested donation including the Berlin Senior Center with all payments being made to the Department of Health & Human Services. A self-addressed stamped envelope will be included to ensure proper payment. Committee members agreed with the new procedure.

Children & Families Unit: Dissing updated Committee members regarding vacant positions and staff postings. Discussion followed.

Clinical Services Unit: No discussion.

Economic Support Services: No discussion.

Fox River Industries: No discussion.

Health: Current Health Abatements: Selsing reported regarding a restaurant inspection issue. Discussion followed.

Discussion followed regarding restaurant license fees and procedures if payment is not made.

Policies/Procedures Update: None.

Purchases: Lockers For Fox River Industries: Dissing presented bids for single tier lockers for Fox River Industries. Three bids were presented: Locker Supply -Single tier set-up parchment metal locker = 5 units (15 lockers) \$990.75 plus shipping; Single tier set-up tan metal locker = 5 unites (15 lockers) \$1,483.75 plus shipping; and Global Industrial Co. - Single tier set-up tan metal locker = 5 units (15 lockers) \$1,299.75 plus shipping. The recommendation from Ed Schuh, Unit Manager, is for the Locker Supply -Single tier set-up parchment metal locker = 5 units (15 lockers) \$990.75 plus shipping. After discussion, Guden made a motion to recommend to Property & Insurance the purchase of 5 units (15 lockers) from Locker Supply, Boston, MA at a cost of \$990.75 plus shipping. Skipchak-second. All ayes. Motion carried.

Health & Human Services Budget: Budget 2009: Van Ness reported that the Department of Health & Human Services is still within budget for the 2009 budget.

Budget 2010: No discussion.

Committee Discussion: Administrative Committee Report: No meeting.

Finance: No report.

Personnel: Vacant Position(s) Review: None.

Property & Insurance: DHHS Space Update: Committee members discussed progress with the Justice Center. Discussion followed.

IT Committee: None.

Facilities & Security Committee Report: The next meeting will be held on February 2, 2010. Priske reported that at the present time they are making comparison pricing on the new facility.

Discussion followed regarding interest in the Courthouse facility. Discussion followed.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, January 12, 2010 at 5:30 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)Evaluations, Personnel Matters, Grievances(f) Personnel Medical History & (g)Confer with Legal Counsel Pending Litigation and 19.85(1)(e) Purchases: After discussion, Guden made a motion to move to closed session. Mueller-second. Roll call vote. Guden-aye; Mueller-aye; Priske-aye; Skipchak-aye; Dallman-aye. All ayes. Motion carried.

Return to Open Session for Decision: After discussion, Priske made a motion to adjourn closed session and return to open session. Skipchak-second. Roll call vote. All ayes. Motion carried.

After discussion, Skipchak made a motion to approve the evaluation for Katie Rodig, Adult Protective Services Social Worker. Priske-second. All ayes. Motion carried.

After discussion, Skipchak made a motion to approve the evaluation for Vanessa Schultz, DD/LTS Coordinator. Priske-second. All ayes. Motion carried.

After discussion, Skipchak made a motion to approve the evaluation for Gloria Lichtfuss, Aging/LTC Resource Specialist. Priske-second. All ayes. Motion carried.

After discussion, Skipchak made a motion to approve the evaluation for Jayne Jacobson, Program Aide. Priske-second. All ayes. Motion carried.

After discussion, Skipchak made a motion to approve the evaluation for Ralph Epling, Material Handler. Priske-second. All ayes. Motion carried.

After discussion, Skipchak made a motion to approve the evaluation for Irene Walker, Mealsite Manager. Priske-second. All ayes. Motion carried.

After discussion, Skipchak made a motion to approve the evaluation for Amy Morrissey, Clinical Therapist. Priske-second. All ayes. Motion carried.

After discussion, Skipchak made a motion to approve the evaluation for Gretchen Malkowsky, CLTS/CCS Care Manager. Priske-second. All ayes. Motion carried.

After discussion, Skipchak made a motion to approve the evaluation for Cindy Stobbe, Mental Health Technician. Priske-second. All ayes. Motion carried.

Adjournment: The meeting adjourned at 6:20 p.m. on a motion by Guden. Mueller-second. All ayes. Motion carried.