

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 THURSDAY, NOVEMBER 8, 2012 AT 6:00 P.M.

PRESENT: Dave Richter, Member
Nolan Wallenfang, Member
Richard Trochinski, Member
Joe Gonyo, Member
Jack Meyers, Vice Chairman
Carter Richter, Member

EXCUSED: Ruth Topham, Member
Bob Malchetske, Member
Cindy Skipchak, Secretary

OTHERS PRESENT: LeRoy Dissing, Director
Philip Robinson, Deputy Director
Dan Sondalle, Corporation Counsel
Jerry Beuthin, Veteran's Service Officer
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/second (Wallenfang/C. Richter) to approve the amended agenda to change Aging Advisory Committee meeting to January 23, 2013. All ayes. Motion carried.

Action on Minutes: Motion/second (Trochinski/Meyers) made a motion to approve the minutes of the 10/9/12 Health & Human Services Board meeting. All ayes. Motion carried.

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

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

Appearances: Public Comment (3 minutes): None.

Correspondence: Dissing reported to Committee members that he received a letter of resignation from Donna Richards, ADRC Coordinator, November 15, 2012. Dissing updated Committee members that the ADRC management staff will meet to review the job description and make a recommendation to update the job descriptions before hiring the new ADRC Coordinator. Discussion followed.

Veteran's Service Office Report: Beuthin updated Committee members regarding the reimbursement for volunteer drivers. Beuthin reported that the stipend is taxable and would not be beneficial for the volunteer drivers to be taxed. Beuthin reported that the matter has been taken into consideration as a county-wide change so Beuthin has tabled his request at this time.

Beuthin reported that he has recruited 3 new volunteer drivers.

Beuthin reported that Paula Luther has attended some trainings and has become accredited through the WDVA, American Legion and VFW.

Beuthin reported that this helps with processing Veteran's claims in representing Veterans.

Advisory Committee Reports: Aging: Trochinski reported that a second Public Hearing/meeting was held on October 25, 2012. (See attached.)

The next meeting will be held on January 23, 2013 at the Princeton Senior Center.

Health Advisory Committee: The meeting was held on October 10, 2012. (See attached.) Dissing reported regarding the meeting. The next meeting will be held on January 9, 2013.

Dissing reported that on November 29, 2012 there will be a Needs Assessment Community Focus Group meeting regarding the needs assessment and goals and how the community can become involved. This will be held at the Our Lady of the Lake Church in Green Lake.

Family Resource Council: The next meeting will be held on February 4, 2013.

Transportation Coordinating Committee: The next meeting will be held on November 15, 2012. Trochinski reported that the 85.21 Transportation Grant will be presented at that time.

Advocap/Headstart Report: Gonyo reported that there was a meeting November 1, 2012 with presentations from individuals that coordinate the senior volunteer program, etc.

ADRC Coordinating Committee Report: The meeting was held on October 25, 2012 at 1:00 p.m. at Marquette County. Meyers reported regarding the ADRC meeting. The next meeting will be held on January 10, 2013.

Dissing reported that there was a management meeting held today in Waushara County to discussion the 2013 budget.

Meyers reported that the ADRC Conference will be held on May 13 - 16, 2013.

Quad County Family Resource Network Council Committee: The meeting was held on October 25, 2012 at 2:30 p.m. Meyers updated Committee members regarding the meeting.

Unit Reports: Administrative: Resolution to Convert a Full-Time Secretary to Half-Time Secretary and Half-Time Supportive Services Planner: Dissing updated Committee members regarding the end of Green Lake County providing W-2 contract services December 31, 2012. Part of the County W-2 Worker's job functions included back-up and assistance with energy assistance applications. Dissing reported that management will utilize current administrative staff to pick up some of the other functions of the Financial Employment/Social Services Planner position. The current staff member's position will be half-time secretarial and half-time Supportive Services

Planner. Discussion followed. Motion/second (Wallenfang/Meyers) to approve the Resolution to Convert a Full-Time Secretary to Half-Time Secretary and Half-Time Supportive Services Planner. All ayes. Motion carried.

Aging/Long Term Care: Food Pantry: Dissing reported that Property & Insurance directed Health & Human Services Management staff to find an alternate site for the Food Pantry. Recently, a meeting was held with The Cornerstone Project. Robinson reported regarding the meeting. Robinson reported that the configuration at the old Sheriff's Department is limiting with the flow of traffic that goes through the Food Pantry.

Robinson reported regarding the potential for a resale store in part of the old DHHS building. With this concept, the food pantry would remain where it presently is. Robinson reported that there was a tour of a resale store in Adams County that makes significant revenues for the county. Dissing reported that the concept was presented to the Property & Insurance Committee. Robinson reported that a plan will be developed to be presented to Committee members. Discussion followed.

Aging Plan 2013-2015: Dissing updated Committee members regarding the changes that have been made to the proposed 2013-2015 Aging Plan. Motion/second (Trochinski/C. Richter) to approve the 2013-2015 Aging Plan. All ayes. Motion carried. Trochinski commended Bradley, Aging/LTC Unit Manager for all her detailed preparations in developing the 2013-2015 Aging Plan.

Resolution to Create a Full-Time ADRC Resource Specialist Position: Meyers excused himself from this discussion. Dissing presented the proposed Resolution to Create a Full-Time ADRC Resource Specialist Position. The funds for this position would be through ADRC State funds. Dissing reported that the present Resource Specialist does half-time nutrition/volunteer functions. Creating the full-time ADRC Resource Specialist position would allow the Nutrition/Volunteer Coordinator to focus more on those functions. Motion/second (C. Richter/Trochinski) to approve the Resolution to Create a Full-Time ADRC Resource Specialist position. All ayes. Meyers-abstain

Meyers returned to the meeting after the completion of this discussion/motion.

Children & Families Unit: Resolution to Reclass a Youth Services Specialist to a Juvenile Court Dispositional Social Worker Position: Dissing explained the functions of the Youth Services Specialist position and how those have changed recently. This position expanded to do parent education and community supervision. Discussion followed. Dissing presented the Resolution Relating to Deleting a Youth Services Specialist and Creating an additional Juvenile Court Dispositional Worker position. Discussion followed. Motion/second (C. Richter/Meyers) to approve the Resolution Relating to Deleting a Youth Services Specialist and Creating an additional Juvenile Court Dispositional Worker position. All ayes. Motion carried.

Clinical Services Unit: ????

Economic Support Services: Fox Valley Workforce Development Board: No discussion. ?????

W-2 Program: Dissing reported that Forward Services has requested to rent space at the Government Center - DHHS in 2013. Dissing reported that they were proposing \$525.00 per month for rent for office space, computer usage, copying, etc. Discussion followed. Dissing will gather more figures on rental space Forward is paying other counties and what is included in this rental amount. Discussion followed.

Resolution to Create a Half-Time Economic Support Worker Position: Dissing presented the Resolution to Create a Half-Time Economic Support Worker Position. Dissing explained the dollar match that comes from the Income Maintenance program. Discussion followed. Motion/second (C. Richter/Meyers) to approve the Resolution to Create a Half-Time Economic Support Worker Position. All ayes. Motion carried.

Fox River Industries: Contracted Services for Fox River Industries/County: Dissing updated Committee members regarding the need to keep Contracted Services in place with Green Lake County to be a model and provide a meaningful work experience. Dissing reported that the proposal is to reduce the amount of hours that Supported Employment provides in maintenance services from 60 to 30 hours per week. Discussion followed. Committee members will be kept updated.

Bathroom Modifications - Request to Obtain Bids: Dissing reported that Fox River Industries is in need of some remodeling of their bathrooms. Fox River Industries is requesting two new ADA restrooms. Dissing reported that Maintenance gave a verbal estimate of cost at \$38,000.00 - \$42,000.00.

Schuh, Fox River Industries Unit Manager, would like to get 2-3 bids to find out what the actual cost would be. There are funds in the Fox River Industries, Inc. checkbook to cover this expense. Motion/second (C. Richter/Meyers) to get minimum of 3 outside bids. All ayes. Motion carried.

Dissing reported that at the Fox River Industries, Inc./Disabilities Services Inc., meeting on Monday, November 5, 2012, the 5310 vehicles were approved. Southern Green Lake County will receive 1 vehicle and Fox River Industries 2 vehicles. Dissing reported to Committee members that the State pays \$85,000 for the vehicles and the County has to pay \$17,000.00. The vehicles are expected to arrive in the fall of 2013.

Dissing reported that the retired vehicles are sold and the funds go back into capital equipment funds.

Dissing reported that Schuh is requesting membership for the Rehabilitation of Wisconsin which is advocacy to help keep people informed of what is coming down in laws - continuum of services for individuals with developmental disabilities. Schuh would like to join this which would cost approximately \$2,200 Discussion followed. Committee consensus for Schuh to proceed forward with the membership.

Health: Current Health Abatements: None.

Out-of-State Training: Dissing presented the request for the out-of-state training for Kathy Munsey and Judy Kasuboski. Discussion followed. Motion/second (Gonyo/Meyers) to recommend to County Board to approve the out-of-state training for Munsey/Kasuboski. All ayes. Motion carried.

Policies/Procedures Update: None.

Purchases: None.

Health & Human Services Budget: Budget 2012: Dissing reported that the auditors were recently at the County for a pre-audit visit.

Dissing reported that there is a pending hospital bill of \$30,000.00 which is getting appealed to Medical Assistance for payment. Committee members will be kept informed.

Budget 2013: Dissing reported to Committee members that the 2013 proposed budget will be voted on at the November 13, 2012 meeting.

Committed Funds: Dissing reported regarding the Committed funds (See attached.) Schuh is requesting a building maintenance account to assist with heating/air conditioning units that would need to be purchased down the road. Discussion followed. Motion/second (Gonyo/Trochinski) to approve committed funds for continuing the other three committed funds accounts and form the new Fox River Industries maintenance committed fund account. (See attached) All ayes. Motion carried.

Committee Discussion: Administrative Committee Report: No report.

Finance: No report.

Personnel: On-Call (Supplemental) Pay: Dissing reported that this was discussed at the special County Personnel meeting.

Vacant Position(s) Review: Dissing reported that after ADRC Coordinator job description has been reviewed/updated it will be brought to this Committee for approval of the job description and filling the position.

Voluntary Unpaid Leave Request(s): None.

Job Descriptions Review/Approval: Dissing presented the revised Nutrition/Volunteer Coordinator/Aging Social Worker job description. Discussion followed. Motion/second (C. Richter/Meyers) to approve the revised job description for the Nutrition/Volunteer Coordinator/Aging Social Worker. All ayes. Motion carried.

Property & Insurance: No discussion.

IT Committee: No report.

Facilities & Security Committee Report: Cancelled.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, December 11, 2012 at 6:00 p.m. at the Green Lake County Government Center.**

A Health & Human Services Personnel meeting will be scheduled on November 28, 2012 to review job descriptions; approve evaluations and approve the proposed plan for old DHHS building.

Future Agenda Items For Action and Discussion:

Committee Discussion:

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 (Meyers/C. Richter) to adjourn the meeting. All ayes. Motion carried. The meeting adjourned at 8:08 p.m..