

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT FOX RIVER INDUSTRIES, 222 LEFFERT STREET, BERLIN, WI 54941 ON TUESDAY, OCTOBER 9, 2012 AT 6:00 P.M.

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

OTHERS PRESENT: LeRoy Dissing, Director
Philip Robinson, Deputy Director
Dan Sondalle, Corporation Counsel
Jerry Beuthin, Veteran's Service Officer
Ed Schuh, Fox River Industries Unit Man
Betty Bradley, Aging/LTC Unit Manager
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 (Skipchak/Wallenfang) to approve the amended agenda. All ayes. Motion carried.

Action on Minutes: Motion/second (Trochinski/Meyers) made a motion to approve the amended minutes of the 9/11/12 Health & Human Services Board meeting to correct the date of the meeting. All ayes. Motion carried.

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

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

Appearances: Public Comment (3 minutes): None.

Aging/Long Term Care Unit - Betty Bradley: Food Pantry: Betty Bradley, Aging/Long Term Care Unit Manager, was introduced to Committee members. Bradley explained the history of the food pantry and where the food/funds comes from. Bradley explained how the number of recipients has grown over the years. (See attached.)

Dissing explained to Committee members that the County is looking at moving the location of the Food Pantry. Discussion followed.

Bradley reported that there are approximately 30 volunteers dedicated to running the food pantry.

Bradley reported regarding "Feeding America" where food can be purchased at a very discounted rate.

Bradley reported where the donations come from. Discussion followed.

Aging Plan 2013-2015: Bradley reported and explained the Aging Plan 2013-2015. Discussion followed.

Bradley reported regarding funding decreases. Discussion followed.

Committee members will review the final 2013-2015 plan at the next DHHS meeting and approve.

Ed Schuh, Fox River Industries Unit In-Service: Schuh reported to Committee members regarding the Supported Employment program and services that are being provided throughout the County. (See attached.)

Correspondence: None.

Veteran's Service Office Report: Beuthin reported that the WDVA Transportation grant application was submitted.

Beuthin reported that a couple donating funds to each county by selling recycled drinking cups from dairy and making "vet bugs" (See attached article.) Beuthin reported that Green Lake County received \$700.00 in donations to be used in discretionary funds.

Beuthin reported he is looking for other volunteer drivers. Beuthin presented a proposal for Veterans Service Office Transportation Program Change for reimbursement for volunteer drivers. (See attached.) This matter will be put on the agenda for the November Health & Human Services meeting.

Advisory Committee Reports: Aging: The meeting was 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. Bradley reported that there will be another Public Hearing on October 25, 2012 in the Board meeting room at 9:00 a.m.

The next meeting will be held on November 14, 2012 at the Princeton Senior Center.

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

Family Resource Council: The meeting was held on October 8, 2012. Trochinski reported that there was not a quorum present to hold the meeting. There was discussion on several topics.

Trochinski reported the meeting included reports on Family Support, Birth to Three and the Community Needs Assessment. The Dental Health Grant program was reported on. The Alternative Response Program was reported on.

Discussion followed regarding attendance problems. Trochinski will draft a letter to be included regarding attendance at meetings.

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 regarding the September 27, 2012 meeting. Gonyo reported that there is an affordable housing program. Advocap owns numerous houses to house low-income or homeless individuals. Advocap provides vouchers to homeless individuals in Green Lake County for housing. Discussion followed.

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

Quad County Family Resource Network Council Committee: The next meeting will be held on October 25, 2012 at 2:30 p.m.

Unit Reports: Administrative: Dissing reported that preparations for the Angel Tree Program have begun. The giveaway will again be held at the Caestecker Library, Green Lake.

Dissing distributed information regarding the WCHSA Fall Conference to be held on December 7, 2012 at the Mead Inn. Interested Committee members are to contact the agency to register.

Dissing questioned Committee members how e-mailing the agenda/minutes and handouts was working. Committee members would like to continue receiving their information that way.

Dissing updated Committee members that one of the administrative staff are being trained to help out with the energy assistance program.

Aging/Long Term Care: The Aging report was distributed for review.

Children & Families Unit: No discussion.

Clinical Services Unit: Robinson reported that the State will be coming later in October for re-certification of the clinic and Community Support Program.

Robinson reported that meetings are being held to help streamline the Recidivism Reduction program.

Robinson reported that staff are looking for any additional options for crisis stabilization. Committee members will be updated.

Economic Support Services: Fox Valley Workforce Development Board: Dissing reported that they will be doing a presentation at a later date.

Meyers reported that the LEO's (Local Elected Officials) have not met. Meyers reported regarding the agreement that he signed and changes that eliminate Outagamie County from the group. Discussion followed.

W-2 Program: Dissing updated Committee members Forward Services continues to operate this program within Green Lake County. Discussion followed. Dissing distributed a letter that has been drafted by legislators requesting a legislative audit of Logisticare, the provider of non-emergent medical assistance transportation services. Discussion followed.

Fox River Industries: Schuh reported that a request is being submitted to Maintenance for updating the bathrooms in the workshop. Schuh reported regarding funds available for this project. Discussion followed.

Dissing reported that Maintenance is requesting a second shift maintenance repair person. One of the options would reduce the Supported Employment Program services at the Government Center. After discussion, the consensus was to continue the way it is done at the present time with Supported Employment doing the cleaning.

Health: Current Health Abatements: None.

Policies/Procedures Update: None.

Purchases: Dissing presented a request for purchase of a "Height Right Chair" with Family Support funding for a special needs child. A bid was received from "Walking & Wheeling" Height Right Chair - \$230.60; with the additional parts - Contoured Seat Cushion - \$172.58; Contoured Back Cushion - 178.58 and tray - 95.65 for total of \$671.41 including freight. Motion/second (Gonyo/Skipchak) to approve the purchase of the "Walking & Wheeling" Height Right Chair - \$230.60; with the additional parts - Contoured Seat Cushion - \$172.58; Contoured Back Cushion - 178.58 and tray - 95.65 for total of \$671.41 including freight. All ayes. Motion carried.

Health & Human Services Budget: Budget 2012: Dissing reported that the auditors are coming the week of October 22, 2012 budget.

Budget 2013: Dissing updated Committee members regarding the updated 2013 budget including the personnel costs. (See attached.)

Committee Discussion: Administrative Committee Report: No report.

Finance: No report.

Personnel: Vacant Position(s) Review: None.

Property & Insurance: No discussion.

IT Committee: No report.

Facilities & Security Committee Report: Dissing reported that there is a meeting coming up on November 6, 2012.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, November 8, 2012 at 6:00 p.m. at the Green Lake County Government Center.**

Future Agenda Items For Action and Discussion: Veteran's Services Request; Aging Plan 2013-2015; Contracted Services

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): Motion/second (Wallenfang/Skipchak) to go to closed session. Roll call vote. Wallenfang-aye; Skipchak-aye; Trochinski-aye; Topham-aye; Meyers-aye; C. Richter-aye; Malchetske-aye; Gonyo-aye; D. Richter-aye. All ayes. Motion carried.

Return to Open Session for Decision: Motion/second (Wallenfang/Meyers) to adjourn closed session and return to open session. Roll call vote. All ayes. Motion carried.

Motion/second (Meyers/Topham) to recommend approval of the annual evaluations for Karen Davis, Administrative Assistant, and Katie Klawitter, Receptionist. All ayes. Motion carried.

Adjournment: Motion/second (Wallenfang/C. Richter) to adjourn the meeting. All ayes. Motion carried. The meeting adjourned at 7:54 p.m..