

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 TUESDAY, DECEMBER 10, 2013 AT 6:00 P.M.

PRESENT: Dave Richter, Chairman  
Cindy Skipchak, Secretary  
Nolan Wallenfang, Member  
Bob Malchetske, Member  
Richard Trochinski, Member  
Carter Richter, Member

EXCUSED: Jack Meyers, Vice Chairman  
Ruth Topham, Member  
Joe Gonyo, Member

OTHERS PRESENT: LeRoy Dissing, Director  
Philip Robinson, Deputy Director  
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 (Skipchak/Trochinski) to approve the amended agenda as attached. All ayes. Motion carried.

Action on Minutes: Motion/second (Skipchak/C. Richter) made a motion to approve the minutes of the 11/19/13 Health & Human Services Board meeting. All ayes. Motion carried.

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

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

Appearances: Public Comment (3 minutes): None.

Health: Current Health Abatements: None.

Munsey reported that Ben Weiler, Environmental Specialist, is now a Registered Sanitarian.

Munsey reported regarding the flu shots and that there has been good attendance at the clinics.

Munsey reported that the Northeastern Region of Public Health has just hired a Director, Chris Kalata. Discussion followed.

Munsey reported regarding Public Health Preparedness. Munsey reported that the focus is on mass fatality training. The goal is that each county have a plan in place to handle a mass fatality. Munsey reported that on March

25, 2014 there will be a functional exercise testing mass fatality and how it is handled. Discussion followed.

Munsey reported regarding the DHS 140 review that is done every 5 years. Munsey explained that the Health Units are reviewed and levels are determined. Green Lake County is currently level 2. They will be overlapping this review with the accreditation process. Munsey reported that the format is being changed and Green Lake County will be a pilot in the review. Munsey reported that the review for Green Lake County will be in January.

Munsey reported that Melanie Simpkins is being contracted to help with the CHIP (Community Health Improvement Plan).

Munsey explained improvements regarding how staff helped to increase percentage of immunizations given through in-house improvements. Discussion followed.

Health Unit Policies: Munsey reported that to be in compliance with the audit, policies are being reviewed and updated to meet compliance. Discussion followed. Policies updated and reviewed were: Beach Closure Policy; Radon Policy; and Confidentiality Policy. (See attached.)

Motion/second (Malchetske/Wallenfang) to approve the revised Beach Closure Policy. All ayes. Motion carried.

Motion/second (Skipchak/C. Richter) to approve the revised Confidentiality Policy. All ayes. Motion carried.

Motion/second (C. Richter/Wallenfang) to approve the revised Radon Policy. All ayes. Motion carried.

Review of DHHS TB Policy: Munsey updated Committee members regarding a TB outbreak in Sheboygan County and the high costs related to this. Munsey reported that the last active case of TB in Green Lake County was in 2004. Munsey reported that the current policy is being reviewed. Discussion followed.

Munsey presented the five-year CHIP (Community Health Improvement Plan) for 2014-2018 to address the priority focus areas. (See attached.) Discussion followed. Munsey reported that the Health Wellness Coalition has taken a lead in this.

Correspondence: Dissing read a note from a citizen who received energy assistance and sent her appreciation in receiving benefits.

Dissing read a letter from Julie Fivola, Christine Anne Domestic Abuse Center, in appreciation to the assistance from DHHS to continue to better serve families in the community.

Dissing reported that the Christine Anne Domestic Abuse Center will have a presence in the office one day per week on Wednesdays with the goal to provide better coordination of services and increase referrals.

Veteran's Service Office Report: Recommended Changes to Veteran's Service Office Transportation Fee Rates: Beuthin explained the attached recommended changes to the Veteran's Services Office Transportation Fee Rates which he said were increased approximately 10%. Motion/second (Skipchak/C. Richter) to approve the recommended changes to the Veteran's Services Transportation Fee Rates. All ayes. Motion carried. Discussion followed.

Beuthin reported that it is anticipated that the Veteran's Service Office budget will come in under budget in 2013.

Beuthin read an e-mail that the South Koreans have made a coffee table book to give to Korean veterans. The Department of Veteran Affairs is in charge of distributing them. Green Lake County will receive 20 copies at the present time to distribute. It was suggested to have one at each of the libraries for public review. Discussion followed.

Advisory Committee Reports: Aging: The meeting was held on November 20, 2013 at the Green Lake Mealsite Apartments. (See attached.) Trochinski reported to Committee members that the meeting locations are being changed to have one meeting at each mealsite in the summer and the other meetings will be held at the Green Lake County Government Center. Trochinski reported regarding the funding cuts in the various aging programs. Trochinski reported that bids had gone out to provide meals for the nutrition program.

The meeting was held on December 2, 2013 to discuss these bids. (See attached.) There were three bids for the nutrition program for Feil's Catering, Berlin Senior Center and Minute Meals. The Aging Advisory Committee recommended Feil's Catering and Berlin Senior Center. Discussion followed regarding the various bids. Motion/second (Trochinski/Wallenfang) to continue with the Berlin Senior Center to provide Berlin meals and Feil's Catering to provide meals to Green Lake and Markesan mealsites. All ayes. Motion carried.

The next meeting will be held on January 15, 2014 at the Green Lake County Government Center.

Health Advisory Committee: The next meeting will be held on January 8, 2014 at 8:00 a.m.

Family Resource Council: The meeting was held on December 2, 2013. Trochinski reported regarding the meeting (See attached minutes.) The next meeting will be held on February 3, 2014.

Transportation Coordinating Committee: The meeting was held on November 22, 2013. Trochinski reported regarding the Transportation Coordinating Committee meeting. The 85.21 2014 Transportation was reviewed and approved at the Transportation Coordinating Committee meeting. The grant is for \$68,117.00 with county match of \$13,623 for total of \$81,740.00 to cover transportation costs for elderly. Motion/second (C. Richter/Skipchak) to approve the 85.21 2014 Specialized Transportation Association Grant application. All ayes. Motion carried.

Trochinski reviewed the Green Lake County Specialized Transportation Coordination Action Plan with Committee members. (See attached.) Discussion followed. Motion/second (Trochinski/C. Richter) to approve the Green Lake Specialized Transportation Coordination Action Plan. All ayes. Motion carried.

Trochinski explained to Committee members what topics are of concern that will be focused on.

The next meeting will be held on March 12, 2014 at 9:00 a.m.

Advocap/Headstart Report: No report.

ADRC Coordinating Committee Report: The next meeting will be held on January 9, 2014 at Marquette County. Discussion followed.

Quad County Family Resource Network Council Committee: The next meeting will be held on January 9, 2014 at Marquette County. Discussion followed.

Unit Reports: Administrative: Dissing reported that staff are busy with planning for the Angel Tree Program giveaway to be held Friday, December 20, 2014.

Aging/Long Term Care: Approving 2014 COP Plan: Dissing presented the 2014 COP Plan for Committee review and approval. Discussion followed. Motion/second (C. Richter/Skipchak) to approve the 2014 COP Plan. All ayes. Motion carried.

Children & Families Unit: See attached report.

Clinical Services Unit: Dissing reported there was a DHHS Personnel Committee meeting. Two individuals were hired for the Dual Diagnosis Clinical Coordinator positions: Stuart Adler and Melissa Much.

Dissing reported that screenings are being held for the vacant Dual Diagnosis Clinical Coordinator and the Recidivism Reduction Drug and Alcohol Abuse Counselor positions. There will be a DHHS Personnel Committee meeting held for interviews on December 17, 2013 4:30 p.m.

Economic Support Services: Dissing updated committee members regarding the business of the ACA (Affordable Care Act)- Marketplace. Dissing reported that Badgercare eligibility has been extended until April 1, 2014. Dissing reported that it is anticipated that there will be a big influx in early spring right before the deadline.

Fox River Industries: Dissing reported that the Green Lake County Property & Insurance Committee met at Fox River Industries. Maintenance Supervisor, Scott Weir, presented the estimated cost for remodeling. (See attached.) Discussion followed. Concerns were discussed regarding bathroom facilities. Further discussion followed regarding obtaining bids/proposals to make the needed improvements and develop a plan and present for approval.

Thrift Store Options: No discussion.

Policies/Procedures Update: None.

Purchases: None.

Health & Human Services Budget: Budget 2013: Dissing reported that the budget 2013 is proceeding on target.

Budget 2014: No discussion.

Committee Discussion: Administrative Committee Report: No discussion.

Finance: No discussion.

Personnel: No discussion.

Vacant Position(s) Review: None.

Property & Insurance: The medication drop box was approved to install in the lobby of the Government Center.

IT Committee: No discussion.

Facilities & Security Committee Report: No discussion.

The Board May Confer With Legal Counsel: None.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, January 14, 2014 at 6:00 p.m. at the Green Lake County Government Center.**

Future Agenda Items For Action and Discussion:

Committee Discussion: No discussion.

Adjournment: Motion/second (Wallenfang/Trochinski) to adjourn the meeting. All ayes. Motion carried. The meeting adjourned at 7:46 p.m..