

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, FEBRUARY 10, 2009 AT 5:30 P.M.

PRESENT: Elden Dallman, Chairman
Joanne Guden, Vice Chair
Roberta Erdman, Member
Gus Mueller, Member
Nolan Wallenfang, Member

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

OTHERS PRESENT: Linda Van Ness, Director
LeRoy Dissing, Deputy Director
John Selsing, Corporation Counsel
Orrin Helmer, County Board Chair
Karen Davis, Administrative Assistant
Jerry Beuthin, Veterans Service Officer
Ed Schuh, Fox River Industries Unit
Manager

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, Wallenfang made a motion to approve the amended agenda to move Veteran Services Report/"Vacant Positions" after "Action on Minutes". Mueller-second. All ayes. Motion carried.

Action on Minutes: After discussion, Erdman made a motion to approve the January 13, 2009 minutes. Guden-second. All ayes. Motion carried.

Veteran's Service Office Report: Beuthin reported regarding grants.

Beuthin reviewed the 2008 Annual Report with Committee members. Discussion followed.

Vacant Positions Review: Beuthin read a letter of resignation from Laurie Cluppert, Deputy Veteran's Service Officer, effective March 31, 2009. Discussion followed. Beuthin distributed the Deputy Veterans Service Officer job description with Committee members for review. Beuthin reported to Committee members that the 4 points were reviewed and determined that the position does need to be filled. (See attached.) Beuthin reported that the position was increased to a maximum of $\frac{3}{4}$ time in 1998 (35 hour work week). After discussion, Guden made a motion to recommend to the Green Lake County Personnel Committee to fill the vacant Deputy Veterans Service Officer position. Wallenfang-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to approve the Veteran's Service report. Mueller-second. All ayes. Motion carried.

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

Appearances: Public Comment (3 minutes): None.

Correspondence: Van Ness directed Committee members to the Angel Tree thank you's. (See attached.)

Van Ness noted a thank you in the newspaper to Irene Kutz, Benefit Specialist, in appreciation of her help with services.

Van Ness read a thank you from the Berlin Police Department, thanking Linda Richards, Clinical Coordinator, for her help in a hospital emergency detention situation for a client.

Annual Report: Committee members reviewed the 2008 Department of Health & Human Services Annual Report. (See attached.) Discussion followed. After discussion, Erdman made a motion to approve the 2008 Department of Health & Human Services Annual Report. Mueller-second. All ayes. Motion carried.

Training Plan: The 2009 Department of Health & Human Services Training Plan was distributed for Committee review. Discussion followed. Mueller made a motion to review the 2009 Training Plan at the March 10, 2009 meeting. Wallenfang-second. All ayes. Motion carried.

Mueller will be reporting on ADVOCAP at the County Board meeting February 17, 2009.

Advisory Committee Reports: Aging: The meeting was held January 14, 2009 at the Health & Human Services Center. The next meeting will be held on March 11, 2009 at the Markesan Vista Valley Apartments Mealsite.

Health Advisory Committee: The meeting was held January 14, 2009. (See attached.) Discussion followed. The next meeting will be held April 8, 2009.

Family Resource Council: The next meeting will be held on March 2, 2009.

Transportation Coordinating Committee: The next meeting will be held March 12, 2009.

W-2 Committee Report: No meeting scheduled.

Advocap/Headstart Report: No report. Mueller will be reporting at the County Board meeting.

ADRC Coordinating Committee Report: The next meeting will be held on March 12, 2009 in Marquette County.

Unit Reports: Administrative: No report.

Aging/Long Term Care: Long-Term Care Reform - Update: Van Ness reported that the transition to Family Care is complete and they are working on serving those on the waiting list.

Van Ness updated Committee members regarding recent meetings with Care Wisconsin, (the care management organization). Discussion followed.

Food Pantry: Van Ness reviewed the Food Pantry handouts. (See attached.)

Meal Route Drivers: Dissing reported regarding payment to Volunteer Mealsite Drivers and the fact that the volunteers are presently receiving an hourly rate plus mileage. Dissing distributed statistics for time for mealsite deliveries. (See attached.) The proposal is for the drivers to receive a stipend for deliveries vs. the hourly wage. If approved, the start date would be March 1, 2009. This rate will be reviewed annually. After discussion, Guden made a motion to approve the proposed Meal Route Driver stipend rate effective March 1, 2009. Wallenfang-second. All ayes. Motion carried.

Approval 2009 COP Plan: Dissing reviewed the proposed 2009 COP Plan with Committee members. Dissing reported minor changes. Guden made a motion to approve the 2009 COP plan. Erdman-second. All ayes. Motion carried.

Children & Families Unit: Van Ness reported that a juvenile was placed in Lincoln Hills for a 16-week program. Committee members will be updated.

Clinical Services Unit: Dissing reported that the emergency detentions have been cut in half for 2008 and that the diversion process has proven to be valuable in helping with these emergency detentions.

Economic Support Services: Caseloads/Staffing: Van Ness directed Committee members to the statistics in the annual report showing the increase in services to clients. (See attached.) Discussion followed.

Fox River Industries: Discussion followed regarding the squirrel corn sales with increased orders keeping the workshop busy.

Schuh reported that a 2-day audit was performed this week at Fox River Industries.

Health: Current Health Abatements: Van Ness reported that the Health Unit has a Wellness program for County employees.

2009 Fees: Committee members reviewed the proposed Health Unit 2009 fees. Discussion followed. After discussion, Guden made a motion to approve the 2009 Health Unit Fee schedule. Wallenfang-second. All ayes. Motion carried.

Ordinance - Flu Pandemic Protocol: Van Ness shared the Flu Pandemic Protocol Ordinance with Committee members. This will be presented at the February County Board meeting.

Policies/Procedures Update: None.

Purchases: Corn Cutter/Conveyer System: Ed Schuh, Fox River Industries Unit Manager, reported that the demand for squirrel corn product has increased significantly. Schuh explained the proposed corn cutter/conveyer system proposed for Fox River Industries. (See attached.) Schuh reported that it is anticipated that productivity will increase and that there will be no reduction to work provided by consumers. The system would be purchased from Multi-Conveyer, L.L.C at a cost between \$20,000-\$25,000. In addition, a 12-ton capacity hopper would need to be purchased at the cost of approximately \$2,600.00. Discussion followed.

After discussion, Erdman made a motion to recommend to the Green Lake County Property & Insurance Committee the drawing/design with bids for the corn cutter/conveyer system from Multi-Conveyer, L.L.C at a cost between \$20,000-\$25,000 and a 12-ton capacity hopper at a cost of approximately \$2,600.00. Guden-second. All ayes. Motion carried.

Health & Human Services Budget: Budget 2008 Summary: It is anticipated that the 2008 will be in the black per the auditor.

Budget 2009: No discussion.

Committee Discussion: Administrative Committee Report: No discussion.

Finance: No discussion.

Personnel: Vacant Position(s) Review: Van Ness updated Committee members regarding the fact that the Disability Benefit Specialist-Marquette County (ADRC) has resigned and Marquette County will be hiring a new employee.

Van Ness reported that Department Heads/Board members recently attended a LEAN training. Discussion followed. The Green Lake County Personnel Committee will be reviewing this and deciding if the County will pursue this venture or not.

Property & Insurance: DHHS Space Update: Van Ness directed Committee members to the revised building plans. (See attached.) Discussion followed.

IT Committee: No discussion.

Facilities & Security Committee Report: No discussion.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, March 10, 2009 at 5:30 p.m. at Health & Human Services.**

Future Agenda Items For Action and Discussion: 2009 budget

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. Wallenfang-second. Roll call vote. Guden-aye; Wallenfang-aye; Mueller-aye; Erdman-aye; Dallman-aye. All ayes. Motion carried.

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

After discussion, Guden made a motion to recommend to the Green Lake County Personnel Committee approval of the 6-month evaluation of Georgia Zills, Community Residential Services Aide, and pass her to permanent status. Mueller-second. All ayes. Motion carried.

After discussion, Guden made a motion to approve the annual evaluation for Nancy Hook, Supported Employment. Mueller-second. All ayes. Motion carried.

After discussion, Wallenfang made a motion to recommend to County Personnel approval for Katie Honl, Receptionist, 8 hours of unpaid leave, July 10, 2009. Guden-second. All ayes. Motion carried.

Adjournment: The meeting adjourned at 7:15 p.m. on a motion by Wallenfang Mueller-second. All ayes. Motion carried.