

THE FOLLOWING ARE THE OPEN MINUTES OF THE HUMAN SERVICES BOARD HELD AT THE FOX RIVER INDUSTRIES, 222 LEFFERT ST, BERLIN WI 54923 ON TUESDAY, OCTOBER 11, 2011 AT 6:00 P.M.

PRESENT: Dan Priske, Chairman
Richard Trochinski, Member
Nolan Wallenfang, Member
Ruth Topham, Member
Jack Meyers, Vice Chairman
Bob Malchetske, Member

EXCUSED: David Richter, Member
Joe Gonyo, Member
Cindy Skipchak, Secretary

OTHERS PRESENT: Linda Van Ness, Director
LeRoy Dissing, Deputy Director
Jeff Hayes, Assistant 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 6:00 p.m. by Priske.
Motion/second. (Topham/Meyers) to approve the agenda. All ayes. Motion carried.

Action on Minutes: Motion/second (Meyers/Wallenfang) to approve the minutes of the 9/13/11 Health & Human Services Board. All ayes. Motion carried.

Signing of Vouchers: Motion/second (Malchetske/Meyers) to approve the August Health & Human Services and Veteran's Services vouchers. All ayes. Motion carried.

Appearances: Public Comment (3 minutes): None.

Correspondence: Van Ness read a letter to Betty Bradley, Aging/Long Term Care Unit Manager, and Katie Rodig, ADRC Social Worker/Options & Enrollment Counselor. The letter thanked Betty and Katie for their help with their father.

Board Presentations: 2012 Department of Health & Human Services Budget: Van Ness explained the revised 2012 budget. (See attached.)

Van Ness explained Draft #1 and Draft #2 of the 2012 budget showing the 3% reduction as directed by the County Finance.

Van Ness reviewed 2012 budget adjustments for the Department of Health & Human Services. Discussion followed.

Van Ness reported that two positions were eliminated. In the Aging/Long Term Care Unit, the DD/Long Term Care Coordinator position will be deleted pending the resolution that will be presented at the October County Board meeting. In the Clinical Services Unit, the Case Manager position was eliminated. The Health Unit will back-up the Psychiatric Nurse position in the Clinical Services Unit.

Dissing explained the Economic Support re-organization including position restructuring. Discussion followed.

Van Ness updated Committee members that Fox River Industries pays \$65,000.00 every year from the checkbook. Van Ness is proposing reducing the amount paid to \$30,000 and putting \$35,000.00 in a capital outlay account to plan for expansion in the future. Discussion followed.

Dissing reported that in the Health Unit the Wisconsin Well Women's position hours were reduced due to changes in employee health insurance. Van Ness also reported that the on-call system was eliminated in the Health Unit after reviewing the number of calls received and funding required.

Veteran's Service Office Report: 2012 Veteran's Service Budget: No report.

Advisory Committee Reports: Aging: Meyers reported regarding the meeting that was held on September 21, 2011 at the Green Lake Dartford Bay Apartments. The next meeting will be held on November 16, 2011 at the Markesan Vista Valley Apartments Mealsite.

Health Advisory Committee: The next meeting will be held on October 12, 2011.

Family Resource Council: The next meeting will be held on November 7, 2011. Discussion followed.

Transportation Coordinating Committee: The next transportation meeting November 17, 2011 - 9:00 a.m. - Public Hearing; 10:00 a.m. - meeting at Fox River Industries.

W-2 Committee Report: No meeting scheduled.

Advocap/Headstart Report: No discussion.

ADRC Coordinating Committee Report: The next meeting will be held on October 13, 2011 at Marquette County.

Unit Reports: Administrative: No discussion.

Aging/Long Term Care: Family Care Update: No discussion.

Food Pantry: No discussion.

Children & Families Unit: No discussion.

Clinical Services Unit: No discussion.

Economic Support Services: No discussion.

Fox River Industries: Ed Schuh, Unit Manager, was present to explain programs and revenues for Fox River Industries. (See attached.) Corn profit and costs were explained to Committee members. Discussion followed.

Van Ness explained to Committee members the Schuh used the van from Fox River Industries to re-locate residents from Kindred Hearts with Kathy Munsey, Health Unit Manager, due to a fire.

Health: Current Health Abatements: No discussion.

Policies/Procedures Update: None.

Purchases: Dissing presented bids for a copy machine: NEP - Northeast Photocopy - Ricoh MP171 - \$1,199.00 with yearly maintenance of \$274.00; and Modern Business Machines - Canon ImageRunner 1025N - \$995.74 with yearly maintenance of \$139.50. Discussion followed. Motion/second (Meyers/Wallenfang) to recommend to Property & Insurance to purchase the Canon ImageRunner 1025N at a cost of \$995.74 with yearly maintenance of \$139.50. All ayes. Motion carried.

Health & Human Services Budget: 2010 Audit: No discussion.

Budget 2011: No discussion.

Budget 2012: Discussed above.

Committee Discussion: Administrative Committee Report: No discussion.

Finance: No discussion.

Personnel: Vacant Position(s) Review: Van Ness reported that her last work day will be December 22, 2011. The Committee sees the need to fill the Director position. Motion/second (Topham/Meyers) to fill the Director position. All ayes. Motion carried. The position will be posted internally as well as advertised in the newspaper. A Health & Human Services Personnel Committee meeting will be scheduled.

Property & Insurance: None.

IT Committee: No discussion.

Facilities & Security Committee Report: There was discussion regarding the recent Disaster Drill held in the EOC (Emergency Operations Center). It was reported that the drill was very successful. Discussion followed.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, November 15, 2011 at 6:00 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)(f) & (g) and 19.85(1)(e): Motion/second (Meyers/Malchetske) to move to closed session. Roll call vote. Meyers-aye; Malchetske-aye; Wallenfang-aye; Topham-aye; Trochinski-aye; Priske-aye. All ayes. Motion carried.

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

Adjournment: Motion/Second (Meyers/Wallenfang) to adjourn the meeting. All ayes. Motion carried. The meeting adjourned at 7:07 p.m.