

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, APRIL 13, 2010 AT 5:30 P.M.

PRESENT: Elden Dallman, Chairman
Joanne Guden, Vice Chair
Nolan Wallenfang, Member
Dan Priske, Member
Bob Malchetske, Member
Gus Mueller, Member
Cindy Skipchak, Secretary
Ruth Topham, Member

EXCUSED: Roberta Erdman, Member

OTHERS PRESENT: Linda Van Ness, Director
LeRoy Dissing, Deputy Director
John Selsing, Corporation Counsel
Karen Davis, Administrative Assistant
Orrin Helmer, County Board Chair

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, Guden made a motion to approve the amended agenda. Priske-second. All ayes. Motion carried.

Action on Minutes: After discussion, Wallenfang made a motion to approve the minutes of the March 9, 2010 meeting. Topham-second All ayes. Motion carried.

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

Appearances: Public Comment (3 minutes): Mike Bonertz, ADVOCAP Executive Director, was at the meeting on behalf of ADVOCAP to express appreciation of Orrin Helmer's support and advocacy in helping low-income individuals in Green Lake County. Bonertz reported that Helmer was a driving force in helping to get ADVOCAP programs in Green Lake County. ADVOCAP has been active in Green Lake County for 15 years. Bonertz would like Helmer and any other interested Committee member to come to the ADVOCAP annual meeting which will be held in Fond du Lac County at Royal Ridges on May 20, 2010. ADVOCAP would like to recognize Helmer for all of his efforts and involvement in helping get ADVOCAP in Green Lake County. Discussion followed.

Van Ness expressed appreciation to Orrin Helmer and Elden Dallman for their many years of service to the Green Lake County Department of Health & Human Services and the people of Green Lake County.

Van Ness read a note from Roberta Erdmann expressing her appreciation of meeting/working with the Department of Health & Human Services. Van Ness will be sending Erdmann a certificate in appreciation to her services to the people of Green Lake County.

Van Ness presented the list of recommended Committee appointments for the Health & Human Services Board and the various sub-committees. (See attached.) Malchetske made a motion to recommend to County Board the following Committee appointments. Guden-second. Discussion followed. All ayes. Motion carried.

Correspondence: None.

Veteran's Service Office Report: No report.

Advisory Committee Reports: Aging: The meeting was held on March 17, 2010 at Dartford Bay Apartments mealsite. Guden reported regarding the meeting. The Mealsite Volunteer job description was presented and approved.

Guden reported that the fall meeting will be held October 4, 2010 at the Berlin Senior Center. The Department of Health & Human Services will be getting the speakers and the Berlin Senior Center planning the meal.

Guden reported that on April 20th residents of Berlin will be celebrating "Tip a Hat Day" in honor of 8 residents of Berlin that are over 100 years old. Discussion followed.

The next meeting will be held May 19, 2010 at the Princeton Senior Center.

Health Advisory Committee: The next meeting will be held April 14, 2010 at 8:00 a.m.

Family Resource Council: No meeting date at this time.

Transportation Coordinating Committee: The meeting was held March 18, 2010 at Fox River Industries. (See attached minutes.)

W-2 Committee Report: No report.

Advocap/Headstart Report: Mueller reported regarding ADVOCAP/Headstart.

ADRC Coordinating Committee Report: The meeting was held April 8, 2010 in Marquette County.

Guden reported regarding the recent meeting. Guden explained the number of individuals being served through the Aging and Disability Resource Center (ADRC). Discussion followed.

Guden explained the concept of IRIS (**I**nclude, **R**espect, **I** Self-Direct) which is being utilized in Green Lake County.

Guden reported regarding the surveys that were sent out and the results.

The next meeting will be held on July 8, 2010 at Wautoma.

Unit Reports: Administrative: No report.

Aging/Long Term Care: Long-Term Care Reform - Update: Van Ness updated Committee members that the outstanding balance has been received from CARE Wisconsin, Inc. from November 2009 through February 2010. Discussion followed.

Food Pantry: Van Ness updated Committee members that she attended the Property and Insurance Committee meeting regarding the movement of the Food Pantry into the Health & Human Services building. Discussion followed.

Children & Families Unit: Dissing reported regarding a vacancy in the Children & Family Services Unit.

Clinical Services Unit: No report.

Economic Support Services: No report.

Fox River Industries: Summer Rec Aide: Dissing reported that management would like to advertise for the position of Summer Program Aide. This position assists with supervision of consumers that will be utilizing Fox River Industries during the summer. Guden made a motion to allow Dissing and Schuh interview applicants and hire for the position of Summer Program Aide. Shipchak-second. All ayes. Motion carried.

Health: Current Health Abatements: Van Ness reported Ashley Rondorf resigned from her position of Environmental Specialist. Applicants are being interviewed. Committee members will be updated.

Selsing reported regarding an ongoing issue with a restaurant in Berlin. Selsing reported that he has been corresponding with Chris Hinz, Environmental Specialist of Waushara County. Discussion followed. Selsing stressed his concerns that the Environmental Specialist should help the businesses by being more informative versus punitive. Van Ness reported that some of the concerns from the businesses are because the State did the inspections before and did not have enough staff/time to perform the inspections. Now the inspections are being done by counties and being done correctly.

Discussion followed regarding places with extreme trash, etc. It was explained to Committee members that this would be a County Zoning issue.

Out of State Training Van Ness presented a request for Deb Washkoviak, Wisconsin Well Woman's Coordinator, to attend an out-of-state training if she receives the scholarship. (See attached.) The only request she has is to be reimbursed for 2 days work, 16 hours. Wallenfang made a motion to recommend approval for Deb Washkoviak, Wisconsin Well Woman's Coordinator, to be paid 16 hours and approve the out-of-state training. Skipchak-second. Discussion followed. All ayes. Motion carried.

Policies/Procedures Update: None.

Purchases: Van Ness reported that the two refrigerators that were approved recently went on sale. Van Ness questioned whether the whole process needed to be done again or if the refrigerators could just be purchased at the lower price. Committee members agreed to purchase the refrigerators at the lower price.

Health & Human Services Budget: Budget 2009: Van Ness reported that the second phase of the audit has been completed. A report will be presented when completed.

Budget 2010: No discussion.

Committee Discussion: Administrative Committee Report: No meeting held. The next meeting will be held in May.

Finance: No report.

Personnel: The next meeting is scheduled for Thursday, April 15, 2010.

Vacant Position(s) Review: Dissing reported that the Child Welfare Worker resigned leaving a vacant Child Welfare Worker position. Dissing presented the Recruitment and Application Procedures reviewing the 4 points regarding why this position needs to be filled. Skipchak made a motion to recommend to County Personnel that this position be filled. Wallenfang-second. Discussion followed. All ayes. Motion carried.

Property & Insurance: DHHS Space Update: Committee members were updated regarding progress on the new facility.

IT Committee: No report.

Facilities & Security Committee Report: The next meeting will be held on May 4, 2010 with a tour of the Justice Center.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **May 11, 2010 at 5:30 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)Evaluations, Personnel Matters, Grievances(f) Personnel Medical History & (g)Confer with Legal Counsel Pending Litigation and 19.85(1)(e) Purchases: After discussion, Wallenfang made a motion to move to closed session. Topham-second. Roll call vote. Wallenfang-aye; Topham-aye; Mueller-aye; Guden-aye; Malchetske-aye; Priske-aye; Skipchak-aye; Dallman-aye. All ayes. Motion carried.

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

Skipchak made a motion to offer the Psychiatric Nurse position to Noelle Timm, Mental Health Case Manager, at the start level. Guden-second. Discussion followed. All ayes. Motion carried.

Skipchak made a motion to recommend approving the revised Mental Health Case Manager job description and filling the position. Wallenfang-second. Discussion followed. All ayes. Motion carried.

Malchetske made a motion to approve the evaluations for Rebecca Voeltner, Production Supervisor and Lisa Liljegren, Deputy Veteran's Service Officer. Mueller-second. Discussion followed. All ayes. Motion carried.

Malchetske made a motion to recommend to the Green Lake County Personnel Committee approval of the 6-month evaluation of Emily Cahoon, Energy Assistance Coordinator, and pass her to permanent status. Mueller-second. All ayes. Motion carried.

Malchetske made a motion to approve the evaluation for Linda Van Ness, Director. Mueller-second. Discussion followed. All ayes. Motion carried.

Adjournment: The meeting adjourned at 6:50 p.m. on a motion by Guden. Skipchak-second. All ayes. Motion carried.