

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, JUNE 14, 2005 AT 6:00 P.M.

PRESENT: Elden Dallman, Member
Nolan Wallenfang, Member
James Disterhaft, Member
Dan Priske, Member
Gus Mueller, Member
Joe Gonyo, Member

EXCUSED: Ruth Topham, Member
Bob Malchetske, Member
Cindy Skipchak, Member

OTHERS PRESENT: Linda Van Ness, Director
Orrin Helmer, County Board Chair
Dan Sondalle, Assistant Corporation Counsel
Karen Davis, Administrative Assistant
Gerald Beuthin, Veteran's Service Officer

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 Chairman Dallman. After discussion, Mueller made a motion to approve the amended agenda as distributed. Wallenfang-second. All ayes. Motion carried.

Action on Minutes: After discussion, Wallenfang made a motion to approve the minutes of the 5/10/05 Health & Human Services Board meeting. Mueller-second. All ayes. Motion carried.

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

Appearances: Introductions were made. The following were in attendance: Tom Wishman, AFSCME Union Representative; Melissa Zamzow; AFSCME Union President; Kathy Doro, Vice President, and Irene Kutz, Benefit Specialist.

Correspondence: Governor's Budget: Van Ness updated Committee members noting that Joint Finance has sent the budget back to the Assembly for further review. Van Ness discussed proposed cuts.

Van Ness reported that the WCA website has a "thermometer" that goes up each time Joint Finance action increases tax support for mandated services (www.wicounties.org).

Veteran's Service Office Report: Beuthin reported that for the first five months business was up 18% including telephone calls and walk-in clients.

Beuthin reported that 10% more vets have been transported to hospitals to date.

Beuthin reported that more flag holders will need to be ordered for 2006 which will cause an increase to the budget for 2006. Beuthin reported an increase in deaths in 2005 of Veteran's.

Beuthin reported some State budget items which would help the Veteran's budget: GI tuition Bill which are grants for current Veteran's or the family of a deceased Veteran.

There is also a proposed Property Tax relief for 100% disabled Veterans.

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

Closed Session per WI Statute 19.85 (1)(c)(f) & (g) and 19.85(1)(e): After discussion, Priske made a motion to move to closed session. Mueller-second. Roll call vote. All ayes. Motion carried.

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

After discussion, Gonyo made a motion to recommend to County Personnel to deny the grievance. Mueller-second. All ayes. Motion carried.

Van Ness read a letter from Betty Bradley, COP Coordinator requesting an extension of 5 vacation days past her anniversary date of July 20, 2005 to be used within 90 days after her work anniversary in accordance with County policy. After discussion, Wallenfang made a motion to extend 5 vacation days for Betty Bradley, COP Coordinator, past her anniversary date of July 20, 2005 to be used within 90 days after her work anniversary in accordance with County policy. Mueller-second. All ayes. Motion carried.

Van Ness read a letter from Laurie Kearns, Secretary I, requesting an extension of 1 vacation day past her anniversary date of June 18, 2005 to be used within 90 days after her work anniversary in accordance with County policy. After discussion, Wallenfang made a motion to extend 1 vacation day for Laurie Kearns, Secretary I, past her anniversary date of June 18, 2005 to be used within 90 days after her work anniversary in accordance with County policy. Mueller-second. All ayes. Motion carried.

Advisory Committee Reports: Aging: The meeting was held June 8, 2005 at the Markesan Vista Valley Apartments Mealsite. Disterhaft reported that through the Guardianship Grant there will be a joint Green Lake/Waushara Guardianship training held on June 22, 2005. Van Ness distributed an article regarding the guardianship program for Committee review.

Disterhaft reported that he attended the Town Hall meeting which was held in Wautoma on June 10, 2005. State representatives were available at the meeting to discuss Senior issues. Discussion followed regarding the subject matter, i.e. Medicare Part D, TABOR, etc.

Long Term Support: The next meeting will be held on June 21, 2005.

Health Advisory Committee: The next meeting will be held on Wednesday, July 11, 2005 at the Health & Human Services Center.

Family Resource Council: The meeting was held June 6, 2005. Dallman reported regarding the Family Resource Council meeting:

- Family Support Plan was approved by the State.
- A Family Fun Day that will be held in the Wisconsin Dells.
- There are 15 children in the Birth-Three program of which 11 are on Medical Assistance.

Transportation Coordination Committee: The next meeting will be held Tuesday, July 8, 2005.

W-2 Committee Report: The next meeting will be held July 13, 2005.

Advocap/Headstart: Mueller reported that he attended the annual ADVOCAP dinner along with Mr. Helmer. The Food Pantry Committee received an award for their service to Green Lake County.

Unit Reports: Administrative: No report.

Aging/Long Term Care: Request to Purchase Fuel/85.21 Program: Van Ness directed Committee members to the letter in the packet. Helmer updated Committee members that the County Highway made a motion at their recent Committee meeting to request information for Departments regarding how much fuel they could potentially be requesting and which kind. The cost will be 10¢ per gallon extra above their cost. This additional cost will help to pay for their pumps, etc. that have been purchased for this purpose. Discussion followed. Committee members will be updated as to progress.

ADRC (Aging Disability Resource Center) Update: Van Ness directed Committee members to the letter regarding the success of receiving the grant funding for the ADRC. Van Ness reported that Senator Luther Olsen was instrumental in securing funding for all the ADRC grants. Van Ness also reported that meetings are being held regarding the development of the Resource Centers. Committee members will be updated.

Children & Families Unit: No discussion.

Clinical Services Unit: Coordinated Community Services (CCS): Dissing will do a presentation in July.

Economic Support Services: Van Ness reported that the county is awaiting the 2006-2007 allocation amounts for W-2.

Fox River Industries: Van Ness reported that the Summer Rec Aide has begun working at Fox River Industries.

Health: Current Health Abatements: Munsey updated Committee members that Kathy Munsey, Health Unit Manager, is attending a meeting at Berlin City Council regarding a home with numerous cats, birds and related environmental issues.

Resolution Relating to Out-of-State Training: Van Ness presented a request for Kathy Munsey, Health Unit Manager, to attend the National Association of County and City Health Officials (NACCHO) annual conference July 12-15, 2005 in Boston, MA.

The WALHDAB pays for the President of the Wisconsin Association of Local Health Departments and Boards (WALHDAB) to attend this conference.

Kathy Munsey, Health Unit Manager, is the current President of WALHDAB and has been asked to attend. The costs including registration fees, 3 nights lodging, air fare and other limited travel expenses will be paid by WALHDAB.

After discussion, Wallenfang made a motion for Kathy Munsey, Health Unit Manager to attend the Wisconsin Association of County and City Health Officials (NACCHO) July 12-15, 2005 in Boston, MA with all expenses paid by WALHDAB. Mueller-second. All ayes. Motion carried. The request will be forwarded to County Board for consideration.

Policies/Procedures Update: Day Care Certification Program: Van Ness explained the Day Care Certification Policy which was distributed in the packet. After discussion, Mueller made a motion to approve the Day Care Certification Policy. Wallenfang-second. All ayes. Motion carried.

Fox River Industries Medication Policy: Van Ness distributed and explained to Committee the Medication Administration Policy and Procedure for Fox River Industries. After discussion, Mueller made a motion to approve the Medication Administration Policy and Procedure for Fox River Industries. Wallenfang-second. All ayes. Motion carried.

Purchases: Van Ness presented bid requests for a Copy Machine which was budgeted for 2005: Modern Business Machines - Canon imageRunner 4570 - approximately \$8,225.00; Sharp 455 - \$7,382; Oshkosh Office Systems - Ricoh 2045 - \$8,701.00. Discussion followed regarding quality and service and durability. After discussion, Priske made a motion to recommend to Property and Insurance the purchase of the Canon imageRunner 4570 at a cost of approximately \$8,225.00 from Modern Business Machine. Wallenfang-second. All ayes. Motion carried. The middle bid was recommended because of quality/service

Health & Human Services Budget:

Carryover Accounts: Alternate Care: No discussion.

W-2: No report.

Budget 2005: No discussion.

Budget 2006: Van Ness reported regarding the Public Participation Process which needs to be held for the 2006 budget. Van Ness recommends that this be held on July 12, 2005 at 5:00 p.m. After discussion, Disterhaft made a motion that the Department of Health & Human Services Finance Committee hold the Public Participation Hearing for the 2006 proposed budget July 12, 2005 at 5:00 p.m. Mueller-second. All ayes. Motion carried.

Van Ness reported that the County Finance Committee requested Departments to have 0% increase to levy not including Personnel Costs.

The Health & Human Services Finance Committee will meet at 5:00 p.m. July 12, 2005 for the Public Hearing to review the proposed 2006 budget.

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

Finance: No report.

Personnel: No discussion.

Property & Insurance: Mueller reported that the Committee met June 14, 2005 to discuss the building project and show comparison costs for the different options. Discussion followed.

IT Committee: The next meeting will be held in July 2005.

Security Committee Report: No report.

Future Meeting Date: The Health & Human Services Finance Committee will meet at 5:00 p.m. July 12, 2005 for the Public Hearing to review the proposed 2006 budget.

The next Health & Human Services Board meeting will be held on **Tuesday, July 12, 2005 at 6:00 p.m. at Health & Human Services.**

Future Agenda Items For Action and Discussion:

Committee Discussion:

Adjournment: The meeting adjourned at 7:20 p.m. on a motion by Wallenfang. Gonyo-second. All ayes. Motion carried.

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PRESENT: Elden Dallman, Member
Nolan Wallenfang, Member
James Disterhaft, Member
Dan Priske, Member
Gus Mueller, Member
Joe Gonyo, Member

EXCUSED: Ruth Topham, Member
Bob Malchetske, Member
Cindy Skipchak, Member

OTHERS PRESENT: Linda Van Ness, Director
Orrin Helmer, County Board Chair
Dan Sondalle, Assistant Corporation
Counsel
Karen Davis, Administrative Assistant

Call to Order: The meeting was called to order at 6:15 p.m. Wallenfang made a motion to approve the agenda. Mueller-second. All ayes. Motion carried.

Action on Minutes: After discussion, Gonyo made a motion to approve the closed minutes. Wallenfang-second. All ayes. Motion carried.

Signing of Vouchers: None.

Personnel Issues: AFSCME/IUOE Grievance(s): Van Ness updated Committee members regarding the AFSCME grievance. Wishman read the grievance regarding the change of hours from 35 to 40 hours per week for Irene Kutz, Benefit Specialist. Wishman stated that the grievance is over not increasing the vacation hours to 8 hours per week/40 hours per week versus leaving at the 7 hours/35 hours. Wishman distributed to Committee members the contract language which states "days" versus "hours" for vacation time, therefore saying that Kutz's vacation should go to 8 hour vacation days versus staying at 7 hour vacation days.

Discussion followed. The AFSCME Union will be updated regarding the Committee's recommendation.

After discussion, Gonyo made a motion to recommend to County Personnel to deny the grievance for the following reasons:

- The additional time requested has not been earned and therefore, should not be available to take off.
- It is a personnel/payroll issue and should be handled by County Personnel.

Further, the committee would recommend that County Personnel consider requiring employees to take vacation time in either ½ or full days only. Mueller-second. All ayes. Motion carried.

Evaluations: None.

Disciplinary Issues: Van Ness reported that Laurie Radke and Lisa Moeri have withdrawn their EEO complaints.

The arbitration issue for Laurie Radke is still pending and Attorney Scott will be representing the County for that hearing in August.

Vacant Position(s) Review: None.

The Board May Confer With Legal Counsel: None.

Committee Discussion:

Adjournment: Priske made a motion to adjourn the closed session at 6:50 p.m. Mueller-second. All ayes. Motion carried.