

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, JANUARY 8, 2013 AT 6:00 P.M.

PRESENT: Dave Richter, Chairman  
Jack Meyers, Vice Chairman  
Richard Trochinski, Member  
Joe Gonyo, Member  
Carter Richter, Member  
Ruth Topham, Member  
Cindy Skipchak, Secretary

EXCUSED: Bob Malchetske, Member  
Nolan Wallenfang, Member

OTHERS PRESENT: LeRoy Dissing, Director  
Dan Hurst, Corporation Counsel  
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 (Gonyo/Trochinski) to approve the agenda as attached. All ayes. Motion carried.

Action on Minutes: Motion/second (Topham/Trochinski) made a motion to approve the minutes of the 12/11/12 Health & Human Services Board meeting. All ayes. Motion carried.

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

Dissing requested permission to pay remaining 2012 vouchers before the end of January 2013. Motion/second (Gonyo/Topham) to approve payment of any remaining 2012 vouchers for January 31, 2013. All ayes. Motion carried.

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

Appearances: Public Comment (3 minutes): None.

Correspondence: Dissing reported that he attended the WCHSA "Why Counties Matter". Dissing reported that the Spring Conference will be held May 8-10, 2013 at Chula Vista, WI Dells. Committee members that are interested in attending should contact Dissing/Davis. More information will be distributed when available.

Dissing reported that April 10, 2013 is the Health & Human Services Day at the Capitol in Madison. Anyone interested in attending should contact Dissing/Davis.

Veteran's Service Office Report: Beuthin reported that the WDVA grant funding was received in the amount of \$2,199.80.

Beuthin reported that application for the \$8,500.00 grant is anticipated to be received in February/March 2013.

Advisory Committee Reports: Aging: The next meeting will be held on January 23, 2013 at the Princeton Senior Center. Trochinski reported that the 2013-2015 Aging Plan was approved.

Health Advisory Committee: The next meeting will be held on January 9, 2013.

Family Resource Council: The next meeting will be held on February 4, 2013.

Transportation Coordinating Committee: The next meeting will be March 28, 2013

Advocap/Headstart Report: Gonyo reported that he attended the December meeting. Gonyo reported that Advocap is applying for grant funds for a homeless shelter in Berlin.

ADRC Coordinating Committee Report: The next meeting will be held on January 10, 2013 at 1:00 p.m. in Montello.

Quad County Family Resource Network Council Committee: The next meeting will be held on January 10, 2013 at 2:30 p.m. in Montello.

Unit Reports: Administrative: Dissing reported regarding the Angel Tree Program recently held. Discussion followed.

Dissing reported regarding the change in Secretary I to half-time Supportive Services Worker, (Energy Assistance program functions) and half-time Secretary I. Dissing reported that orientation/training is taking place at this time.

Aging/Long Term Care: Publishing Service Agreement: Dissing reported that he contacted Liturgical Publications, Inc. regarding the Board wanting a 30-day notice to end the contract instead of a one-year termination of contract. Dissing reported that this is not an option because the publishing company signs a contract with advertising agencies to advertise for a year. Motion/second (Meyers/C. Richter) to approve the agreement with Liturgical Publications Inc. to provide a bi-monthly newsletter. All ayes. Motion carried.

Children & Families Unit: Committee members reviewed the attached report. (See attached)

Dissing reported that a Concept paper was submitted to the Office of Justice Assistance for funding restitution kids working in the proposed new thrift store. Dissing reported that the Concept paper was approved and a proposal now needs to be submitted. Discussion followed.

Dissing reported that DHHS is waiting for the architect to present figures for remodeling the former DHHS building to make the thrift store proposal.

Dissing reported that Practical Sense, another thrift store, began with revenues of \$200/day and is now up to \$750/day.

Clinical Services Unit: Dissing reported to Committee members that Finance questioned regarding the intoxicated Driver surcharge revenue figures. Dissing reported regarding surcharge funding and the decline in county funding. Dissing reported that at present the surcharge funding is 60% - County; State - 40%. Dissing is checking into this matter more.

Economic Support Services: Dissing reported that the full-time and half-time Economic Support Worker positions are being advertised at the present time. Dissing will contact DHHS Personnel Committee members to schedule a Committee meeting for interviewing for positions.

Dissing updated Committee members that Forward Services is renting office space, etc. at the agency.

Fox River Industries: Former DHHS Building Use: Discussed above.

Dissing reported regarding Fox River Industries activities.

Health: Current Health Abatements: None.

Dissing reported that the Health Unit recently was awarded two Grants for quality improvement in the amount of \$5,000.00 and \$10,000.00. Discussion followed.

Policies/Procedures Update: Dissing reported regarding a policy to allow exempt employees to have a flexible schedule if approved by the Department Head. Motion/second (Meyers/C. Richter) to approve the Flex Schedule for Exempt Employees. All ayes. Motion carried.

Purchases: Dissing reported that the new purchasing policy has become effective. This raises the purchasing limit to \$1,000.00 for Department Heads. However, all purchases are vouchered and reviewed by their governing committee.

Health & Human Services Budget: Budget 2012: Dissing reported that the outstanding bill in Clinical Services inpatient expenditures is still being appealed.

Budget 2013: No discussion.

Committee Discussion: Administrative Committee Report: No report.

Finance: No report.

Personnel: Vacant Position(s) Review: Dissing reported that Anna Stindt, Adult Protective Services Worker, has resigned from her position and her last work day will be January 21, 2013. Dissing requested permission to fill the Adult Protective Services Worker position. The Recruitment and Application Procedures were presented for the need to fill the Adult Protective Services Worker position. Discussion followed. Motion/Second (Meyers/Gonyo) to fill the vacant Adult Protective Services Worker position.

Dissing updated Committee members regarding the status of the wage study. Discussion followed.

Voluntary Unpaid Leave Request(s): None.

Property & Insurance: Dissing reported that the Green Lake County Property & Insurance Committee approved Liturgical Publications, Inc. utilizing office space to prepare the newsletter. Discussion followed.

IT Committee: No report.

Facilities & Security Committee Report: No report.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, February 12, 2013 at 6:00 p.m. at the Green Lake County Government Center.**

Future Agenda Items For Action and Discussion: Annual Report, Training Plan, Committee Appointments,

Committee Discussion:

Closed Session per WI Statute 19.85 (1)(c) (employment/evaluation)(f) (personnel issues including disciplinary issues) & (g) (conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved) and 19.85(1)(e):

None.

Adjournment: Motion/second (C. Richter/Gonyo) to adjourn the meeting. All ayes. Motion carried. The meeting adjourned at 7:30 p.m..