

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, MAY 9, 2006 AT 6:00 P.M.

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

OTHERS PRESENT: Linda Van Ness, Director
LeRoy Dissing, Deputy Director
Dan Sondalle, Corporation Council
Orrin Helmer, County Board Chair
Karen Davis, Administrative Assistant
Jerry 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 Director Van Ness. After discussion, Priske made a motion to approve the agenda. Topham-second. All ayes. Motion carried.

Election of Officers: Van Ness introduced and welcomed the new and returning Committee members to the Health & Human Services Board.

Van Ness opened nominations for Chairman of the Health & Human Services Board. Mueller made a motion to nominate Elden Dallman as Chairman. Wallenfang-second. Van Ness questioned three times if there were any other nominations. After discussion, Mueller made a motion to close the nominations. Wallenfang - second. All ayes. Motion carried. Wallenfang made a motion to cast a unanimous ballot for Dallman for Chairman. Skipchak-second. All ayes. Motion carried.

Dallman opened nominations for Vice Chairman of the Health & Human Services Board. Skipchak made a motion to nominate Wallenfang for Vice Chairman. Priske-second. All ayes. Motion carried. Dallman questioned three times if there were any other nominations. After discussion, Guden made a motion to close the nominations. Mueller - second. All ayes. Motion carried. Guden made a motion to cast a unanimous ballot for Wallenfang for Vice Chairman. Mueller-second. All ayes. Motion carried.

Dallman opened the nominations for Secretary of the Health & Human Services Board. Guden made a motion to nominate Skipchak to serve as Secretary. Malchetske-second. Dallman questioned three times if there were any other nominations. After discussion, Wallenfang made a motion to close the nominations. Mueller - second. All ayes. Motion carried. Wallenfang made a motion to cast a unanimous ballot for Skipchak for Secretary. Mueller-second. All ayes. Motion carried.

The Health & Human Services Sub-Committee members were reviewed:

The Health & Human Services Finance Committee is to remain the same: Dan Priske, Joe Gonyo, Gus Mueller, Ruth Topham and Bob Malchetske, Alternate.

The Health & Human Services Personnel Committee: Nolan Wallenfang, Elden Dallman, Cindy Skipchak, Bob Malchetske, Alternate, and another Committee member is needed. After discussion, Skipchak made a motion to nominate Joanne Guden to serve on the DHHS Personnel Committee. Priske - second. All ayes. Motion carried.

Action on Minutes: After discussion, Wallenfang made a motion to approve the minutes of the 4/11/06 Health & Human Services Board meeting. Mueller-second. All ayes. Motion carried.

Signing of Vouchers: After discussion, Wallenfang made a motion to approve the May 2006 Health & Human Services and Veteran's Services vouchers. Mueller-second. All aye Motion carried.

Appearances: Public Comment (3 minutes): None.

Correspondence: Van Ness reported that Shirley Hayes, Production Aide, Fox River Industries, who retired at Fox River Industries, was not able to attend the meeting. Committee members commended her for her years of services and Van Ness will make sure she gets the certificate on behalf of the Department of Health & Human Services Board.

Van Ness reported that Kathy Munsey, Health Unit Manager, applied for and was selected to receive a scholarship to the 2006 National Association of County and City Health Officials (NACCHO) Annual Conference in San Antonio, Texas on July 26th through the 28th, 2006. Due to the travel time, Ms. Munsey is requesting to leave July 25th and would return on Saturday, the 29th, since the last session ends Friday afternoon.

The scholarship includes airfare and hotel costs as well as the \$455 conference registration fee. After discussion, Skipchak made a motion to approve Kathy Munsey's attendance at the National Health Conference in San Antonio, Texas in July 2006 to be paid with scholarship funds except for meals. Mueller-second. All ayes. Motion carried.

Van Ness directed Committee members to the Blood Drive that the Community Services Children will be holding on June 1, 2006 at the Grace English Lutheran Church on Oak Street in Berlin.

Veteran's Service Office Report: Beuthin reported that transportation to VA hospitals is up 11% in CY 2006. Beuthin also reported that there is a 6% increase in office calls and visits.

Beuthin reported on the recent Spring Conference in Pewaukee had Federal and State training. Beuthin reported that there will be 100% reimbursement for education for Veteran's/disabled Veteran's and spouse/children of disabled Veteran's.

Beuthin reported that the National Veteran's Services will be holding he conference in Milwaukee in 2007. Beuthin noted that there is increased expense for this conference versus the State conference held each year. The State would like as many Wisconsin Veteran's Office representatives as possible to attend this conference. Beuthin is not sure where the money will come from for this request. Committee members will be updated.

Topham made a motion to approve the Veteran's Service Officer report. Priske-second. All ayes. Motion carried.

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

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

Dissing read a request for Irene Kutz, Benefit Specialist for an extension of 3 vacation days after the June 1st anniversary date. This is being requested because of Kutz's schedule with the Medicare Part D program and the May 15, 2006 deadline. After discussion, Priske made a motion to extend 3 vacation days for Irene Kutz, Benefit Specialist, past her anniversary date of June 1, 2006. Guden-second. All ayes. Motion carried.

After discussion, Topham made a motion to recommend to the Green Lake County Personnel Committee to start Fred Lightner start at the 2nd step with review at six months to consider advancement to the 3rd step. Mueller-second. All ayes. Motion carried.

After discussion, Malchetske made a motion to approve the annual evaluation of Penny Bahn, Secretary/Bookkeeper II. Wallenfang-second. All ayes. Motion carried.

After discussion, Malchetske made a motion to approve the annual evaluation of Gwenn Jessen, Resource Specialist. Wallenfang-second. All ayes. Motion carried.

After discussion, Malchetske made a motion to approve the annual evaluation of Kim Biesenthal, WHEAP Coordinator. Wallenfang-second. All ayes. Motion carried.

After discussion, Malchetske made a motion to approve the annual evaluation of Jacqueline Westover, Financial Employment Planner. Wallenfang-second. All ayes. Motion carried.

After discussion, Malchetske made a motion to approve the annual evaluation of Shaaron Ladwig, Resource Specialist. Wallenfang-second. All ayes. Motion carried.

After discussion, Malchetske made a motion to approve the annual evaluation of Sue Grenier, Resource Specialist. Wallenfang-second. All ayes. Motion carried.

Van Ness reported regarding the Aging/Disability Resource County Coordinator position. Applications are being accepted and interviews will be held in the near future. Van Ness asked Committee members if representatives from Waushara and Marquette Counties could be included in the final interview. Committee members recommended including Waushara and Marquette Counties in the final interviews for the Tri-County Aging/Disability Resource Center County Coordinator position.

Advisory Committee Reports: Aging: The meeting was held on Wednesday, April 12, 2006 at the Markesan Vista Valley Apartments Mealsite.

Long Term Support: The next meeting will be held Wednesday, June 2006.

Health Advisory Committee: The meeting was held on April 12, 2006. See attached.

Family Resource Council: The next meeting will be held on Monday, June 5, 2006.

Transportation Coordinating Committee: None scheduled.

W-2 Committee Report: The next W-2 Steering Committee meeting will be held on October 9, 2006.

Advocap/Headstart Report: Mueller reported that the annual meeting and celebration will be held at the Hilton Garden Inn in Oshkosh. Mueller and Van Ness are planning on attending.

Unit Reports: Administrative: No discussion.

Aging/Long Term Care: No discussion.

Children & Families Unit: Wraparound Proposal/Resolution: No discussion.

Clinical Services Unit: Dissing reported that Mari Krueger, Clinical Therapist, will start on May 30, 2006.

Dissing reported that Katie Schuster, Marriage and Family Therapist graduate student, started her internship in the Clinical Services Unit.

Economic Support Services: Van Ness reported that the 2006-2009 W-2 Contract is in effect and is on target at this point.

Fox River Industries: Van Ness reported that the financial report was included in the packet. Schuh is working on getting more contract work.

Health: Current Health Abatements: None.

Van Ness reported that twenty-nine people applied for the Agent Status position. Committee members will be updated.

Policies/Procedures Update: None.

Purchases: Signage for ADRC/Department of Health & Human Services: None.

Modular Unit: Dissing presented bids for a modular unit for the CLTS/CCS Care Worker cubicle. Dissing reported that there are grant funds available to cover the cost of this modular unit. The bid is from Sharpf's at a cost of \$788.35. After discussion, Mueller made a motion to recommend to Property & Insurance purchase of the modular unit from Sharpf's at a cost of \$788.35 with funding from grants. Guden-second. All ayes. Motion carried.

Health & Human Services Budget: No report.

Carryover Accounts: Alternate Care: No discussion

W-2: No report.

Budget 2005: No report.

Budget 2006: Van Ness reported that the 2006 budget is on track.

Committee Discussion: Administrative Committee Report: Helmer reported that the Health & Human Services Board needs to nominate a representative to the Administrative Committee. After discussion, Topham made a motion to nominate Priske to the Administrative Committee. Mueller-second. All ayes. Motion carried. Dallman questioned three times if there were any other nominations. After discussion, Wallenfang made a motion to close the nominations. Guden-second. All ayes. Motion carried. Wallenfang made a motion to cast a unanimous ballot for Priske for Administrative Committee representative. Guden-second. All ayes. Motion carried.

Finance: No report.

Personnel: Van Ness reported that she and Dissing will be attending the Green Lake County Personnel meeting to get direction on reclassifications and the procedure to be followed county-wide.

Property & Insurance: Mueller reported that meetings are being held regarding the building project. The architect, Potter Lawson, is being recommended to design the Criminal Justice Center and provide a master plan for future facilities on County Road A. This resolution to proceed will be presented at the May 16, 2006 County Board meeting. Discussion followed.

IT Committee: Van Ness distributed the information regarding the Health Unit Grant which could include purchase of computer equipment. This will be discussed further at the next Department of Health & Human Services meeting.

Security Committee Report: Helmer reported that the correct name is Facilities & Security Committee.

Helmer reported updated Committee members regarding the potential for the new structure to begin. Discussion followed regarding safety incidents that have happened at both buildings. Discussion followed.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, June 13, 2006 at 6:00 p.m. at the Health & Human Services Center.**

Future Agenda Items For Action and Discussion:

Committee Discussion: None.

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