

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, APRIL 9, 2013 AT 6:00 P.M.

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

EXCUSED: Bob Malchetske, Member  
Nolan Wallenfang, Member

OTHERS PRESENT: LeRoy Dissing, Director  
Philip Robinson, Deputy Director  
Jerry Beuthin, Veteran's Service Officer  
Dan Hurst, Corporation Counsel  
Karen Davis, Administrative Assistant  
Kathy Munsey, Health Unit Manager

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 (C Richter/Meyers) to approve the amended agenda as attached to include "Out of State Training" under Administrative Unit. All ayes. Motion carried.

Action on Minutes: Motion/second (Skipchak/C. Richter) made a motion to approve the minutes of the 3/12/12 Health & Human Services Board meeting. All ayes. Motion carried.

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

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

Committee Appointments: None.

Appearances: Public Comment (3 minutes): None.

Correspondence: Human Services Day at the Capitol - April 10, 2013: Dissing distributed the tentative agenda for the Human Services Day at the Capitol which will be on April 10, 2013. (See attached.) Dissing explained a couple of items that he will focus on including mental health funding for CCS (Coordinated Community Services) to individual counties versus consortiums; Coordinated Services Team funding; and Family Care. Discussion followed.

Veteran's Service Office Report: Beuthin reported that Student Government Day is Tuesday, April 16, 2013 in conjunction with County Board which includes all four school districts.

Beuthin reported that Paula Luther is attending WDVA training on benefits and programs.

Beuthin reported that he will be part of the 82<sup>nd</sup> ADT (Agri-business Development Team) reintegration guard program for re-orientation to Veteran's after serving in Afghanistan. This includes talking to veteran's representative, explain benefits, counseling services, etc.

Beuthin reported that he will be attending the Spring Conference to be held April 28-May 3, 2013 as required to maintain accreditation.

Advisory Committee Reports: Aging: The meeting was held on March 27, 2013 at the Green Lake Dartford Bay Apartments Mealsite. Trochinski reported regarding the meeting. Trochinski reported that Mike Starshak was present as ambassador to the Human Services Day at the Capitol. Trochinski reported that Bradley expressed concerns regarding the funding cuts to meal programs.

Trochinski reported regarding the 2012 needs assessment which was submitted for approval. Discussion followed.

The next meeting will be held May 15, 2013 at the Markesan Grand Valley Apartments Mealsite.

Health Advisory Committee: The next meeting will be held April 10, 2013 at 8:00 a.m.

Kathy Munsey, Health Unit Manager, was present. Munsey distributed and explained the 2012 Community Health Assessment (See attached.)

Munsey explained the Ordinance Revising Chapter 148 showing the changes that have been made. Discussion followed. Motion/second (Topham/Skipchak) to approve Ordinance Revising Chapter 148 and send on to County Board with recommendation for approval. all ayes. Motion carried. (See attached.)

Discussion followed regarding concerns regarding following the license regulations. Munsey reiterated that it is geared towards education to teach how to run their business within the required guidelines for food safety.

Dissing presented bids for the purchase of a sterilizer for dental equipment with funds provided through the Oshkosh Community Foundation Grant. The two bids are from: Holt Dental Supply Inc. - \$5,299.00; Statim.us \$5,855.00 for a dental equipment sterilizer. Motion/second (Skipchak/Topham) to recommend to Green Lake County Property & Insurance to purchase dental equipment sterilizer from Holt Dental Supply Inc. for \$5,299.00 with grant funding coming from the Oshkosh Community Foundation Grant. All ayes. Motion carried.

Family Resource Council: The next meeting will be held on May 6, 2013 at 11:30 a.m.

Transportation Coordinating Committee: The next meeting will be April 25, 2013.

Advocap/Headstart Report: Gonyo reported that there was a needs assessment done through Advocap looking at the needs of the counties they serve. Gonyo will present a report when completed.

ADRC Coordinating Committee Report: The meeting was held on March 14, 2013 in Marquette County. Meyers reported regarding the ADRC Coordinating Committee meeting. The next meeting will be held on May 9, 2013 in Marquette County.

Quad County Family Resource Network Council Committee: The meeting was held on Thursday, March 14, 2013 at 2:30 p.m. Meyers reported regarding the meeting. The next meeting will be held on Thursday, May 9, 2013 at 2:30 p.m.

Unit Reports: Administrative: Out of State Travel Request: Dissing presented a request for out of state travel for Philip Robinson, Deputy Director, to attend the "Policy Academy" with travel, lodging and meals covered by the WDVA (Wisconsin Department of Veterans Affairs) and SAMHSA (Substance Abuse and Mental Health Services Administration). This would include training on enhancing mental health coordination with jail diversion, outpatient services and homelessness prevention. Discussion followed. Motion/second (Skipchak/Topham) to recommend to County Board for approval for Philip Robinson, Deputy Director, to attend the "Policy Academy" in Washington D.C. with all expenses paid through the WDVA and SAMHSA. All ayes. Motion carried.

Dissing reported regarding letter from Experience Works thanking for the contribution to their program in the amount of \$240.00 for this Federal funded program.

Aging/Long Term Care: Dissing directed Committee members to the Aging/Long Term Care report that was in the packet. (See attached.)

Children & Families Unit: Resolution: Creation of Limited Term Employee (LTE) Job Coach - Half-time: Dissing presented the Resolution Relating to the Creation of a Limited Term Employee (LTE) Youth Job Coach/Mentor - Half-time position. Dissing explained that the Department was awarded a grant through the Office of Justice Assistance in which it is proposed that funds are utilized for a Youth Job Coach/Mentor to supervise juveniles performing restitution. Dissing explained that if the funding goes away the position would be terminated. Discussion followed. Motion/Second (C. Richter/Trochinski) to recommend to County Personnel to approve the Resolution Relating to the Creation of a Limited Term Employee (LTE) Youth Job Coach/Mentor - Half-time position. All ayes. Motion carried.

Dissing presented the Children & Family Services report for review. (See attached.)

Dissing reported that the DHHS Personnel Committee is recommending approval to fill vacant Children & Family Case Manager position.

Clinical Services Unit: Robinson reported that the grant application was successful for crisis intervention team grant to help train corrections officers. Training will be held here in Green Lake County. Discussion followed.

Robinson reported regarding that the jail recidivism grant funding is expected to be extended for an additional 2 years. Robinson reported that grantors have moved away from "recidivism" as a focus as this is too broad and inconsistently defined. Grantors are focusing on numbers of inmates with GED's and meaningfully engaged in treatment. Discussion followed.

Dissing reported that twenty individuals have received their GED's since the inception of this program.

Economic Support Services: No report.

Fox River Industries: Former DHHS Building Use: Robinson reported that 4 different contractors presented bids to the Green Lake County Property & Insurance Committee for selection to present a final cost on the project. The architect company selected was Wesenberg Architects.

Dissing presented the 3-month Income Statement showing the balance from last year and this year.

Health: Current Health Abatements: None.

Policies/Procedures Update: None.

Purchases: Sterilizer/Auto Clave: Presented above.

Dissing reported that the contract was signed for the new Netsmart software and implementation will be taking place in the near future.

Health & Human Services Budget: Budget 2012: Dissing reported that the auditors were here last week to review the 2012 budget. No report has been received as of yet.

Budget 2013: No discussion.

Committee Discussion: Administrative Committee Report: No report.

Finance: No report.

Personnel: Vacant Position(s) Review: Dissing updated Committee members that the DHHS Personnel Committee hired Dale Grahn as the Material Handler/Bus Driver for Fox River Industries with his start date as April 15, 2013.

Property & Insurance: No report.

IT Committee: No report.

Facilities & Security Committee Report: Dissing reported the next meeting will be May 7, 2013 at 3:30 p.m.

Future Meeting Date: The next Health & Human Services Board meeting will be held on **Tuesday, May 14, 2013 at 6:00 p.m. at the Green Lake County Government Center.**

Future Agenda Items For Action and Discussion: CEO, Fox Valley Workforce Development Board

Committee Discussion: No 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 (Wallenfang/Trochinski) to adjourn the meeting. All ayes. Motion carried. The meeting adjourned at 7:45 p.m..