

**MINUTES
HUMAN SERVICES DEPARTMENT BOARD**

November 8, 2016

Members present: Mark Bolin, Richard Ferfecki, Marshal Giese, Dennis Knaak, Anne Miller, Bonnie Olson, Melissa Schuler, Rosetta Stern, and Herbert Tauchen

Members excused:

Others present: Rick Kane-Director, Sarah Bartz-Income Maintenance Division Manager, Melissa Bezio-Administrative Services Supervisor, June Erdmann-Business Division Manager, Jennifer Frost-Behavioral Health Division Manager, Lois Krizan-Accounting Supervisor, Heidi Russell-Aging Director, Jennifer Stuber-Youth Division Manager, and Kimmery Weber-Operated Services Manager

Location & Time: Department of Human Services Fellman Center
607 E. Elizabeth Street
Shawano, WI 54166
9:00 a.m.

1. The meeting was called to order by Ferfecki at 9:01 a.m.
2. Ferfecki requested a moment of silent meditation and asked everyone to remember all those in Shawano County struggling with mental illness, a physical disability, an intellectual disability, poverty as well as remembering the Veterans on Veterans Day. He then led the group in the recitation of the Pledge of Allegiance.
3. Approval of Minutes:
Motion made by Bolin, and seconded by Olson, to approve the minutes from the Human Services Department Board meeting on October 11, 2016. Vote: 9 yes; 0 no; 0 absent
4. Motion to deviate from posted agenda:
Motion made by Stern, and seconded by Giese, to deviate from the posted agenda if necessary. Vote: 9 yes; 0 no; 0 absent
5. Report on special meetings attended:
None.
6. Approve accounts payable for Department of Human Services:
Krizan distributed and discussed the accounts payable listing to the Board for Department of Human Services. Krizan provided an explanation to the Board members regarding payments and services. After reviewing the Accounts Payable, Knaak made a motion, and seconded by Tauchen, to approve the accounts payable as presented for Department of Human Services. Vote: 9 yes; 0 no; 0 absent

7. Discussion and possible approval of contracts/agreements for Department of Human Services
 - a. Advanced Disposal – Krizan stated Human Services has a contract with Advanced Disposal. The contract seemed high so Erdmann reviewed the contract in more detail. Other departments in the County also use this service and they were not being charged an environmental, gas, or administrative fee. These fees have been removed bringing down the cost of the contract to \$174.00 a month for Lakeland. Motion made by Giese, and seconded by Bolin, to approve the addendum to the contract with Advanced Disposal. Vote: 9 yes; 0 no; 0 absent

8. Review and discuss vehicle mileage statistical log:

Krizan distributed the vehicle mileage statistical log for Human Services for informational purposes. This log shows mileage through October 2016. Since 2008, Human Services has a savings of \$317,174.13 from purchasing vehicles for staff to use versus reimbursing mileage for the use of their own vehicle. Kane discussed that the County is meeting with Enterprise to consider renting cars for staff utilization. Kane would like to hear more about this idea but at this time is not interested in entering into this agreement.

9. Discussion and possible approval to remodel reception area at Lakeland:

Kane stated that quite a few years ago Lakeland had a reception area similar to the set up at Fellman. For an unknown reason, it was remodeled to a very small office which is not welcoming or conducive to clientele or staff. Bezio stated the permanent glass at the window currently makes it hard to hear and converse with clientele. It's difficult to maintain confidentiality due to speaking loudly to hear through the glass. The small office also gets very warm and does not have good air flow. It is being requested for approval to move the front desk back to where it was located which would entail opening the space in the wall, adding a counter, and installing sliding glass for the window. There would be enough room to have two works stations so the backup person could assist with over flow as needed. Steve Dreher had Cerveney Construction take a look at this remodeling project and provided an estimate in the amount of \$2,950.00. It was noted that a 10% contingency should be built into this price so this would raise it to approximately \$3,300. Money from the sale of the Evergreen house will be used to fund this project. After discussion, motion made by Tauchen, and seconded by Knaak, to approve this remodel project with a minimum of obtaining two bids. Human Services may proceed once another bid is received and does not need to bring it back for approval. Human Services may choose the best and most reasonable estimate. Vote: 9 yes; 0 no; 0 absent

10. Open vehicle bids, discuss, and possibly take action regarding purchasing a vehicle for the home delivered meals program:

Russell reminded the Board that the purpose of this vehicle is to be used in the Nutrition program to deliver home delivered meals. The proposals being accepted would be for a mid-sized sports utility vehicle. Russell stated three bids were received. Ferfecki opened the first envelope which was from Witt Family Ford for a 2017 Ford Escape totaling \$21,905.64 plus license plate fee. The second envelope was from Shawano Auto Sales for a 2016 Compass Sport 4X4 totaling \$22,187.50 includes municipal license and title. This price is good thru November 30, 2016. Also submitted was a 2016 Journey SXT totaling

\$21,956.50 includes municipal license and title. This price is good thru November 30, 2016. The third envelope was from Buss Chevrolet for a 2017 Chevrolet Cruze totaling \$21,694.50. Also submitted was a 2017 Chevrolet Trax totaling \$22,620.00. Information reviewed on the bids were mileage, estimated miles per gallon, standard equipment, price, warranties, safety, etc. After further review and discussion of the safety of the vehicles, motion made by Knaak, and seconded by Miller, to purchase the 2017 Ford Escape from Witt Family Ford for the amount proposed. Vote: 9 yes; 0 no; 0 absent

11. Review the Community Services Advisory Committee application and possibly approve the applicant to the Committee:

Kane reviewed the application for Kristin Welch to the Community Services Advisory Committee. Welch would represent the Stockbridge-Munsee Tribe. After discussion, motion made by Olson, and seconded by Bolin, to approve Kristin Welch to serve on the Community Services Advisory Committee. Vote: 9 yes; 0 no; 0 absent

12. Review, discuss and possible approval of the 2016 Department of Human Services Annual Report:

The annual report was reviewed and discussed for Department of Human Services. Kane discussed the staff turnover along with exploring options to comingle Human Services' staff into a central location. Kane intends to explore expansion options at Lakeland in 2017 and will keep the Board updated. After review of the 2016 Annual Report, motion made by Bolin, and seconded by Stern, to approve the 2016 Annual Report as presented. Vote: 9 yes; 0 no; 0 absent

13. Update of Monthly Activities:

- a. Income Maintenance Programs – Bartz reported that our IM (Income Maintenance) Performance for November is 99.31%. The year to date for October FoodShare benefit issuance is not available. The 2016-2017 Wisconsin Home Energy Assistance Program (WHEAP) began October 1, 2016. 664 energy applications have already been received. Bartz also discussed her staff will be attending childcare training onsite so they are more familiar with the changes.
- b. Kinship/Foster Care Statistics – Stuber reported that there are 14 children in foster care and five children with relative placements. There are 32 in kinship care, of which, nine are court ordered and 23 are voluntary. There is no one on the waitlist. Two kids went to guardianships and there are two kids on trial reunifications with their parents.
- c. Youth Aids Statistics – Stuber reported that there is no one in corrections and no one is at a residential care facility.
- d. Mental Health Statistics – Frost reported that in October there were 11 (seven youth and four adults) individuals referred to inpatient services for a total of 54 days. There were no diversion days used, no substance abuse residential days used, and 31 mental health residential days used. One substance abuse assessment was completed at Theda Care.

Frost also reported on new referrals received in October are as follows: 11 adult protective service referrals, 49 crisis referrals, and 5 jail referrals.

- e. Pre-vocational Report - Weber stated that in the month of October there were 200 aluminum customers and 16,066 pounds of aluminum collected. Aluminum remains at \$.25 per pound. Weber also provided an update that the vehicle that was approved to be purchased last month has been ordered. One new referral has also been received to attend Day Services. Lastly, Weber reminded the Board about the Lakeland Industries Christmas Party.

14. New business that is requested for future Board consideration:

None.

15. Per diem approvals for miscellaneous meetings:

Motion made by Schuler, and seconded by Giese, to approve the per diem of this meeting. Vote: 9 yes; 0 no; 0 absent

16. Set next meeting date:

The next Human Services Department Board meeting is scheduled for Tuesday, December 13, 2016 in the Lundmark Room of the Fellman Center beginning at 9:00 a.m.

17. Adjournment:

Motion made by Schuler, and seconded by Bolin, to adjourn the meeting at approximately 10:24 a.m. Vote: 9 yes; 0 no; 0 absent

Submitted by:

Melissa Bezio
Administrative Services Supervisor