

**MINUTES  
HUMAN SERVICES DEPARTMENT BOARD**

March 8, 2016

**Members present:** Richard Ferfecki, Marshal Giese, Gene Hoppe, Anne Miller, Bonnie Olson, Melissa Schuler, Rosetta Stern, and Herbert Tauchen

**Members excused:** John Ainsworth

**Others present:** Rick Kane-Director, Sarah Bartz, Income Maintenance Division Manager, Melissa Bezio-Administrative Services Supervisor, Steve Dreher-Maintenance Supervisor, June Erdmann-Business Division Manager, Vicki Heling-Youth Division Manager, Lois Krizan-Accounting Supervisor, Brent Miller-Administrative Coordinator/Finance Director, Greg Thousand-Community Services 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 9:00 a.m. It was noted the meeting notices were properly posted.
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, and poverty. He then led the group in the recitation of the Pledge of Allegiance.
3. Approval of Minutes:  
Motion made by Giese, and seconded by Tauchen, to approve the minutes from the Human Services Department Board meeting on February 9, 2016. Vote: 8 yes; 0 no; 1 absent (Ainsworth)
4. Motion to deviate from posted agenda:  
Motion made by Olson, and seconded by Stern, to deviate from the posted agenda if necessary. Vote: 8 yes; 0 no; 1 absent (Ainsworth)
5. Open bailer enclosure bids, discuss, and possibly take action:  
Olson and A. Miller requested to be excused from this agenda item.

Two sealed bids were received regarding the bailer enclosure project. Ferfecki opened and reviewed the first envelope from Felts Construction Company, Inc. Felts Construction Company, Inc. proposed to furnish material and labor complete in accordance to specifications provided for the sum of \$30,942.00. Ferfecki opened and reviewed the second bid proposal from Cerveny Construction, Inc. Cerveny Construction, Inc. proposed to include electrical, heat, material, labor, and cleanup in the amount of \$29,250.00. Dreher discussed the specifications for the project. After further discussion and review,

motion made by Hoppe, and seconded by Giese, to go with the lowest bid, Cerveny Construction, Inc. Vote: 6 yes; 0 no; 2 excused (A. Miller and Olson) 1 absent (Ainsworth)

6. Introduction of Lois Krizan, Accounting Supervisor:

Erdmann introduced Lois Krizan as the new Accounting Supervisor with Department of Human Services.

7. Report on special meetings attended:

Hoppe stated he attended a NEWCAP meeting. Cheryl Detrick is the new CEO and she is implementing strict nepotism rules. Overall she is doing a good job and seems interested in helping others.

8. CLOSED SESSION:

Motion made by Hoppe at approximately 9:15 a.m., and seconded by Stern to go into closed session pursuant to Section 19.85(1) (e), Wis. Stats., to discuss the possible sale of County property located at 609 and 611 Evergreen Street in Shawano, WI. Roll call vote: Giese, yes; Tauchen, yes; Olson, yes; Ferfecki, yes; Stern, yes; Hoppe, yes; Schuler, yes; A. Miller, yes; Ainsworth, absent.

9. RETURN TO OPEN SESSION:

Motion made by Hoppe, and seconded by Stern at approximately 9:57 a.m. to come out of closed session. Roll call vote: Giese, yes; Tauchen, yes; Olson, yes; Ferfecki, yes; Stern, yes; Hoppe, yes; Schuler, yes; A. Miller, yes; Ainsworth, absent.

Motion made by Tauchen, and seconded by A. Miller, to dispose of the Evergreen house by selling it to NEWCAP or to Habitat for Humanity and to allow Department of Human Services to maintain the \$22,000 in their budget that is currently in the Evergreen account.

The motion by Tauchen was discussed, and Olson moved to amend the motion, seconded by Schuler, to dispose of the Evergreen house by opening it up to a bid selection allowing anyone to bid on purchasing it along with meeting specified stipulations. The amendment was discussed and then voted on. The amendment was approved. Vote: 7 yes; 1 no (Hoppe); 1 absent (Ainsworth)

Discussion was then had on the motion, as amended. Tauchen moved to approve the motion, as amended, with a second by A. Miller. The motion as amended was approved. Vote: 8 yes; 0 no; 1 absent (Ainsworth)

10. Approve accounts payable for Department of Human Services:

Erdmann distributed and discussed the accounts payable listing to the Board for Department of Human Services. Erdmann provided an explanation to the Board members regarding payments and services.

After reviewing the Accounts Payable, Hoppe made a motion, and seconded by Tauchen, to approve the accounts payable as presented for Department of Human Services. Vote: 8 yes; 0 no; 1 absent (Ainsworth)

11. Fiscal updates-Oral Report by June Erdmann and Lois Krizan:

Erdmann stated next month the Board will see a bill for Schenk regarding services utilized by Department of Human Services until the vacant Accounting Supervisor position was filled. Erdmann also stated the books are not closed for 2015 yet. The Director allowed fiscal and support staff to work overtime which totaled approximately \$8,300 but in return the Department billed and should receive over one million dollars in revenue. Personal care billing was six months behind and other billing areas were 11 months behind. Job responsibilities will continue to be analyzed to determine if there is a need of an additional staff person.

12. Approve disposal of 2008 Chevy Uplander located at Department of Human Services Lakeland:

Weber stated the 2008 Chevy Uplander was leased to Community Alternatives. The Department received this vehicle back at the end of December. The vehicle is in need of repairs. The cost of the repairs outweigh the worth of the vehicle. Motion made by Giese, and seconded by Hoppe, to dispose of the 2008 Chevy Uplander. Vote: 8 yes; 0 no; 1 absent (Ainsworth)

13. Discussion and possible approval of contracts/agreements for Department of Human Services:

- a. Bassett Mechanical – Erdmann discussed Bassett Mechanical completes routine checks on the heating and cooling system located at Lakeland. The amount of the annual contract with Bassett Mechanical totals \$3,948. Motion made by Hoppe, and seconded by Stern, to approve the contract with Bassett Mechanical. Vote: 8 yes; 0 no; 1 absent (Ainsworth)
- b. L.I.F.E (Living Independence for Everyone) Academy, LLC – Erdmann discussed the services to be purchased with L.I.F.E. Academy, LLC are for children or adults in the comprehensive community services (CCS) program. These services include individual skill development, physical health monitoring, individual or family psychoeducation, wellness management and recovery support services, and employment related skill training for a total of 160 hours at the rate of \$43/hour (rehab worker); \$68/hour (Bachelor level); \$102/hour (Masters level). Motion made by Tauchen, and seconded by Olson to approve the contract with L.I.F.E. Academy, LLC. Vote: 8 yes; 0 no; 1 absent (Ainsworth)
- c. Options Treatment Programs, Inc. – Erdmann discussed the services to be purchased with Options Treatment Programs, Inc. are for children or adults in the comprehensive community services (CCS) program. These services include individual skill development, employment related skill training, psychotherapy, and substance abuse for a total of 200 hours at the rate of \$43/hour (rehab/associate level); \$68/hour (Bachelor level); \$102/hour (Masters level). Motion made by Stern, and seconded by Giese to approve the contract with Options Treatment Programs, Inc. Vote: 8 yes; 0 no; 1 absent (Ainsworth)

14. Discussion and possible approval to refill positions within Department of Human Services:

Rick Kane presented the personnel action requisitions for the following vacant positions within Department of Human Services.

- a. Driver – Motion made by Olson, and seconded by Schuler to approve refilling the part time driver position. Vote: 8 yes; 0 no; 1 absent (Ainsworth)
- b. Intervention Services Supervisor – Motion made by Olson, and seconded by A. Miller to approve refilling the Intervention Services Supervisor position. Vote: 8 yes; 0 no; 1 absent (Ainsworth)
- c. Outreach/Prevention Specialist – Motion made by Hoppe, and seconded by Tauchen to approve refilling the Outreach/Prevention Specialist position. Vote: 8 yes; 0 no; 1 absent (Ainsworth)
- d. Economic Support Specialist Lead – Motion made by Olson, and seconded by Schuler to approve refilling the Economic Support Specialist Lead position. Vote: 8 yes; 0 no; 1 absent (Ainsworth)
- e. Economic Support Assistant or Economic Support Specialist – With the lead worker retiring in June, there is a possibility of promoting from within the Department. This refill request would only be needed if that happens. Motion made by Olson, and seconded by Schuler, to approve refilling the Economic Support Assistant or Economic Support Specialist position in the event of promoting from within Economic Support for the vacant lead worker position. Vote: 8 yes; 0 no; 1 absent (Ainsworth)

15. Update of Monthly Activities:

- a. Income Maintenance Programs – Bartz reported that our IM (Income Maintenance) Performance for February is 99.38%. There were 1,313 energy applications in February, 45 paid crisis assistance applications and 37 furnace replacements/repairs. The Management Evaluation Review (MER) was held in Shawano on March 1, 2016. As part of the review process, the State walks around the lobby area examining posters and brochures, listens in on phone calls, and overall ensures that proper policy and procedures are followed. The official report is not back yet but Bartz was informed that they did well. Preparation is underway for FoodShare on demand which starts in July. The summer fill program will be going back to the counties to operate again.
- b. Kinship Care Statistics – Heling reported that there are 35 in kinship care of which 11 are court ordered and 24 are voluntary. There is no one on the waitlist.
- c. Youth Aids Statistics – Heling reported that there are 23 children in foster care and none in corrections currently, but one is pending. One in shelter care but has been on the run since August.

- d. Mental Health Statistics – Thousand reported that in February there were 14 (7 youth, 7 adults) individuals referred to inpatient services for a total of 95 days. There was 1 diversion day used and 29 substance abuse residential days used. Three substance abuse assessments were completed at ThedaCare.
- e. Pre-vocational Report - Thousand stated that in the month of February there were 122 aluminum customers and 4,342 pounds of aluminum collected.

16. New business that is requested for future Board consideration:  
Evergreen house fund balance

17. Per diem approvals for miscellaneous meetings:  
Motion made by Stern, and seconded by Hoppe, to approve the per diem of this meeting. Vote: 8 yes; 0 no; 1 absent (Ainsworth)

18. Set next meeting date:  
The next Human Services Department Board meeting is scheduled for Monday, April 11, 2016 in the Lundmark Room of the Fellman Center beginning at 9:00 a.m.

19. Adjournment:  
Motion made by Hoppe, and seconded by Giese, to adjourn the meeting at approximately 11:15 a.m. Vote: 8 yes; 0 no; 1 absent (Ainsworth)

Submitted by:

Melissa Bezio  
Administrative Services Supervisor