

**GREEN COUNTY  
HUMAN SERVICES BOARD MINUTES  
January 12, 2021**

**Members Present:** Mike Furgal, Jerry Guth, Herb Hanson, Sandra Horn, Anita Huffman, Russ Torkelson in person. Beth Luchsinger, Emily Zarling and Kate Maresch via zoom

**Members Excused:** None

**Non Members Present:** Daniel Williams, Lori Brown and Hailey Laws

**Call to Order:** Hanson called the meeting to order at 2:00 pm.

**Approval of the October 20, 2020 minutes---Action:** Furgal motioned to approve the minutes, seconded by Horn, carried with a unanimous vote.

**Committee Reports:**

**a. Audit Committee--Action**

Hanson reported on the December 2020 audit. Horn motioned to approve the audit minutes as presented, seconded by Horn, carried with a unanimous vote.

**b. Aging & Disability Advisory Committee--Information**

There was no December meeting.

**c. Regional ADRC Governing Board--Information**

There was no December meeting.

**d. SWCAP Board of Directors--Information**

There was no December meeting.

**Contracts over \$5,000 and under \$75,000 - Action:** Williams discussed the contracts that were listed on the agenda. Torkelson motioned to approve the contracts as listed, seconded by Huffman, carried with a unanimous vote.

**Vacation Benefit for a CLTS Case Worker candidate – Discussion & Possible Action:**

Williams requested approval to include two weeks of vacation for a CLTS Case Worker candidate as part of the benefit package at the start of employment. Furgal motioned to approve the request, seconded by Guth, carried with a unanimous vote.

**Resolution to Eliminate 1.0 FTE AODA Secretary – Discussion & Possible Action:**

Williams requested to eliminate the 1.0 FTE AODA Secretary. Huffman motioned to eliminate the 1.0 FTE AODA Secretary, seconded by Luchsinger, carried with a unanimous vote.

**Resolution to Create 1.0 FTE Billing Specialist – Discussion & Possible Action:**

Williams requested to create 1.0 FTE Billing Specialist. Huffman motioned to create 1.0 FTE Billing Specialist, seconded by Luchsinger, carried with a unanimous vote.

**Recommend Job Title Change and the Reclassification of the Six (6) Secretary Positions at Human Services – Discussion & Possible Action:**

Williams recommends Job Title change for the Six (6) Secretaries to Office Assistants and to change their grade from 55 to 56 to be effective the first full pay period in March 2021. Furgal motioned to approve the change in job title and grade level as recommended, seconded by Torkelson, carried with a unanimous vote.

**Recommend Reclassification of Receptionist Position at Human Services – Discussion & Possible Action:**

Williams recommends reclassify the Receptionist Position from grade 54 to grade 55 effective the first full pay period in March 2021. Torkelson motioned to approve the reclass as recommended, seconded by Huffman, carried with a unanimous vote.

**Recommend Amending Human Services Pay Scale Grade 51 to increase the steps by 4% - Discussion & Possible Action:** Williams recommends amending the pay scale for Grade 51 to increase the steps by 4% effective the first full pay period in March 2021. Luchsinger motioned to approve the increase as recommended, seconded by Furgal, carried with a unanimous vote.

**Mileage Reimbursement and County-Owned/Leased Vehicles – Discussion & Possible Action:** Williams discussed mileage reimbursement vs having county-owned/leased vehicle. He also discussed the insurance impact of employees using personal vehicles for work. Torkelson recommends reimbursing employees the portion of their insurance premium that is required for coverage during work. Furgal motioned to postpone this item until the next meeting and to come up with answers to some of the questions that were asked, seconded by Horn, carried with a unanimous vote.

**Agency Cell Phone Policy – Discussion & Possible Action:** Williams discussed switching from flip cell phones to smart cell phones and the advantages of switching. Furgal motioned to postpone this item until next meeting, seconded by Horn, carried with a unanimous vote.

**Human Services Board Involvement in Policy Creation & Approval – Discussion & Possible Action:** Williams asked the board members what items should come to the board for approval and what items should not. Hanson requested that Williams send out a survey monkey regarding whether the items will need board approval or not. Furgal motioned to postpone this item until next meeting, seconded by Luchsinger, carried with a unanimous vote.

**Bill Approval Process – Discussion & Possible Action:** Hanson asked the Board members what their recommendation is for reviewing/auditing Human Services bills. The current process involves having two board members meet to review and audit the bills. Luchsinger motioned to recommend staying with the current process and leaving it to the discretion of the Human Services Board, seconded by Furgal, carried with a unanimous vote.

**Discussion and possible action regarding Human Services Wage Scale:** Williams gave the board member a handout with wage information. He requested that he be able to come up with a wage scale that he can move towards as the money becomes available. Luchsinger motioned to approve the request, seconded by Maresch, carried with a unanimous vote.

**Training Requests-Action:** Guth motioned to approve the trainings as presented, seconded by Horn, carried with a unanimous vote.

**Director's Report---Information:** Williams gave the board members his director report for January and discussed the topics on the report.

**Next meeting Date & Time:** February 9, 2021 2:00 p.m. There will be an option to attend via Zoom.

**Public Comments (limited to 5 minutes each):** Guth complimented the ADRC for the work they are doing with everything including the care giver support group.

**Adjourn:** Luchsinger motioned to adjourn, seconded by Maresch, carried with a unanimous vote.

Minutes submitted by:  
Lori V. Brown  
Business Manager