

**GREEN COUNTY
HUMAN SERVICES BOARD MINUTES
June 13, 2023**

Members Present: Mike Furgal, Russ Torkelson, Todd Larson, Linda Boll and Anita Huffman. Sarah Endicott and Will Oemichen attended via Zoom.

Members Absent: David Bristow

Non-Members Present: Dan Williams & Lisa Bergum

1. **Call to Order:** Furgal called the meeting to order at 2:00 p.m.
2. **Approval of April 18, 2023, Minutes:** For clarification purposes, Larson requested changes to agenda item 4 and agenda item 6. Motion by Huffman, seconded by Torkelson to approve the corrected April 18 Human Services Board meeting minutes. Motion carried with a unanimous voice vote.
3. **Public Comments (limited to 3 minutes each):** No public comments.
4. **Committee Reports:**
 - a. **Audit Subcommittee – Action**
Huffman reported on the April 13 meeting. Motion by Huffman, seconded by Larson to approve the April meeting minutes. Motion carried with a unanimous voice vote.
Boll reported on the May 15 meeting. Motion by Boll, seconded by Furgal to approve the May meeting minutes. Motion carried with a unanimous voice vote.
 - b. **Aging & Disability Advisory Committee --- Information**
Furgal reported on the meeting.
 - c. **Regional Aging & Disability Resource Center Governing Board --- Information**
No report this month.
 - d. **Southwestern WI Community Action Program Board of Directors --- Information**
Furgal reported on the meeting.
5. **Event Reports:**
 - a. **Green County Housing Summit**
Williams reported on the May 16 Housing Summit.
 - b. **Green County Transportation Coordination Forum**
Larson reported on the May 1 Transportation Coordination Forum.
6. **Board action to dissolve as a Human Services Board and convene as a Committee of the Whole:** Motion by Boll, seconded by Larson to dissolve as a Human Services Board and convene as a Committee of the Whole. Motion carried with a unanimous voice vote.

PUBLIC HEARING ON 2024 PROGRAMS & BUDGET

Williams discussed preliminary 2024 programs and budget items. Included were expected increased fringe benefit costs, converting leased positions through Southwest WI Workforce Development Board to full time county employees and the creation of additional positions. Members also discussed office space needs and housing concerns.

7. **Invitation for public comment regarding 2024 programs and budget:** There was no public comment.
8. **Board action to dissolve as a Committee of the Whole and reconvene as a Human Services Board:** Motion by Huffman, seconded by Torkelson to dissolve as a Committee of the Whole and reconvene as a Human Services Board. Motion carried with a unanimous voice vote.
9. **Approval of contract over \$10,000 and under \$75,000:**
 - a. Murray Kapell, Inc. Psychiatrist 6/5/2023 – 12/31/2023 \$60,750

Williams explained the contract and services provided. Motion by Larson, seconded by Boll to approve the contract for Murray Kapell, Inc. Motion carried with a unanimous voice vote.

10. **Approval of Contract Amendment over \$75,000:**

- a. Win-Win Enterprises, LLC Group Home 1/1/2023 - 12/31/2023 \$110,755.28
Williams explained the contract and need for an amendment. Motion by Huffman, seconded by Larson to approve the contract amendment for Win-Win Enterprises, LLC. Motion carried with a unanimous voice vote. Full final approval pending the July County Board meeting.

11. **Approval of New Human Services Board Per Diem Policy:** Members received a copy of the proposed Human Services Board Per Diem & Mileage Reimbursement Policy. In accordance with the county's per diem policy, the policy outlines allowable and pre-approved per diem & mileage requests, disallowed requests and the approval and submission process of other activity requests. Motion by Torkelson, seconded by Larson to approve the Human Services Board Per Diem & Mileage Reimbursement Policy. Motion carried with a unanimous voice vote.

12. **Approval of Revised Human Services Policy & Procedure:** Members received a copy of the revised Mary Micke Memorial Fund Policy. Williams explained the memorial fund and the requested revisions. Discussion followed about eligibility requirements to utilize the fund, maximum amount payable and any original legal documentation supporting the fund. Larson requested the word unexpected be removed from sentence # 2. Furgal requested audit committee in sentence # 6 be changed to audit subcommittee. Motion by Boll, seconded by Larson to approve the Mary Micke Memorial Fund Policy as amended. Motion carried with a unanimous voice vote.

13. **Recommendation to reclassify the following Human Services positions:**

- a. Community Support Program Supervisor
- b. Comprehensive Community Services Supervisor
- c. Mental Health Supervisor - Vacant
- d. Mental Health Therapist II (Certified)
- e. Comprehensive Community Services Mental Health Professional - Vacant

For recruitment purposes, Williams recommended the reclassification of all positions requiring a licensed mental health certification. Members received a handout detailing the fiscal impact of the reclassifications and Williams explained. Discussion followed about the vacant positions and hiring incentives offered by other area employers. Previous wage studies, a unified county wage scale and funding the reclassifications were also discussed. Williams said the recommendation would first go to the Wage & Compensation Subcommittee and then the Personnel & Labor Relations Committee for final approval. Larson thanked the Director for his continued efforts to engage in inter-departmental discussions and communicating that information to this committee. Motion by Larson, seconded by Torkelson to approve the reclassification of all positions that require a licensed mental health certification. Motion carried with a unanimous voice vote.

14. **Approve questions for Human Services Director's 360 Evaluation:** Members received a handout with the questions for the Human Services Director's 360 Evaluation. Williams requested feedback from members on the proposed questions. Discussion followed. Motion by Larson, seconded by Boll to approve the questions as presented. Motion carried with a unanimous voice vote.

15. **Approval of Out-of-County Training Requests and Human Services Board Member Expense Authorization Requests:** There were no out-of-county training or board member expense requests to approve.

16. **Directors Report:** Williams reported. Items included a suspected opioid activity alert, the 2023 Health & Wellness Day event, World Elder Abuse Day, the Senior Farmers Market Nutrition Program and the Brick House addition project. Members received additional handouts at the meeting on the Aging & Disability Resource Center project, funded by the Pocan Grant, at Twining Park and Pride Month activities. Personnel changes were also discussed.

17. **Committee Raised Topics – Items may only be discussed and any item requiring action must be placed on a future committee agenda:** Larson asked about the vacant citizen member position. Discussion followed.
18. **Establish Next Meeting Date & Time:** The next Human Services Board meeting will be Tuesday, July 11, 2023, at 2:00 p.m.
19. **Adjourn:** Motion by Torkelson, seconded by Huffman to adjourn the meeting at 3:40 p.m. Motion carried with a unanimous voice vote.

Minutes submitted by:
Lisa Bergum
Account Clerk