

**GREEN COUNTY
HUMAN SERVICES BOARD MINUTES
Date: August 8, 2023**

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

Members Excused: David Bristow and Will Oemichen

Non-Members Present: Dan Williams, Hailey Laws, Alicia Fishlock, Stephanie King, Dee Jaye Miles, Delores Merrick and Lisa Bergum

1. **Call to Order:** Furgal called the meeting to order at 2:00 p.m.
2. **Approval of July 11, 2023, and July 27, 2023, Minutes:** Motion by Larson, seconded by Huffman to approve both the July 11 and July 27 Human Services Board meeting minutes as written. Motion carried with a unanimous voice vote.
3. **Public Comments (limited to 3 minutes each):** No public comments.
4. **Committee Reports:**
 - a. **Audit Subcommittee June– Action**
Boll reported on the June 14, 2023 meeting. Motion by Boll, seconded by Endicott to approve the June meeting minutes. Motion carried with a unanimous voice vote.
 - b. **Audit Subcommittee July—Action**
Larson reported on the July 13, 2023, meeting. Motion by Larson, seconded by Furgal to approve the July meeting minutes. Motion carried with a unanimous voice vote.
 - c. **Aging & Disability Advisory Committee --- Information**
Torkelson reported on the meeting.
 - d. **Regional Aging & Disability Resource Center Governing Board --- Information**
No report.
 - e. **Southwestern WI Community Action Program Board of Directors --- Information**
Furgal reported on the meeting.
 - f. **WI Counties Association Health & Human Services Steering Committee—Information**
Furgal reported on the meeting.
5. **Recommendation to Accept Department of Health Services Public Health Vending Machine Grant for \$55,000:** The Alcohol and Other Drugs Unit applied for and received a Public Health Vending Machine grant in the amount of \$55,000. The funds will be used to purchase, install and operate the machine. William said the public health vending machine would contain Narcan kits, Fentanyl Test Strip kits, educational materials and resource packets, all at no cost. Discussion followed about the placement of the machine and funding the additional costs associated with that placement. Substance Recovery & MH Wellness Navigator Alicia Fishlock shared information about a machine located at the Rock County Sheriff's Office and explained the data tracking feature. Motion by Larson, seconded by Endicott to accept the Department of Health Services Public Health Vending Machine grant in the amount of \$55,000. Motion carried with a unanimous voice vote. Full final approval pending Finance Committee, Properties Committee and County Board approval.
6. **Recommendation to Purchase Rear Entry Wheelchair Accessible Minivan for the Aging & Disability Resource Center:** Members received copies of the A&J Vans and Mobilityworks, Inc. quotes submitted for the purchase of a 2023 Chrysler Voyager rear entry wheelchair accessible minivan for the Aging & Disability Resource Center. Williams explained each quote and discussed the differences. Increased transportation needs in the county and funding the minivan were also discussed. Motion by Boll, seconded by Torkelson to accept the quote received from Mobilityworks, Inc. and pending approval of use of federal funds, move forward with the purchase

of a new wheelchair accessible minivan for the ADRC. Larson voiced his concerns regarding the procurement process, specifically the absence of three bid quotes. Discussion followed about County Code compliance and email correspondence Williams received from Enterprise Fleet Management. Furgal called for a vote on the motion. Motion carried with a unanimous voice vote.

7. **Recommendation for Brick House Expansion Funding Plan:** On July 27 the Properties Committee and Human Services Board met to open sealed bids received for the Brick House expansion and renovation project. One bid was received from Kundert Construction at a cost higher than the allotted ARPA funds, but was tentatively approved pending further review by the Properties Committee and Director Williams and the Human Services Board approval to fund the excess. Cost saving adjustments made to the bid package and funding the remaining amount required were discussed. Motion by Huffman, seconded by Torkelson to approve the Brick House Expansion funding plan. Larson reiterated his concerns regarding the procurement process, specifically the absence of three bid quotes. Furgal called for a vote on the motion. Motion carried with a unanimous voice vote.
8. **Discussion of 2024 Human Services Budget Process and Timeline:** Williams updated the committee on the 2024 budget timeline. He explained the process involved for compiling the information and creating the budget. He added that the committee should expect to review and approve the budget at the September 12, 2023, meeting. The budget meeting with Finance is scheduled for September 22, 2023.
9. **Recommendation to approve purchase/service contract over \$75,000:**
 - a. Chileda Institute Inc. Qualified Residential Treatment Provider 7/18/2023 – 12/31/2023 \$127,200.82Williams explained the contract and the services provided. CYF Manager Miles added additional information regarding the youth and need for the placement. Motion by Larson, seconded by Boll to approve the contract for Chileda Institute, Inc. Motion carried with a unanimous voice vote. Full final approval pending the August 8, 2023, County Board meeting.
10. **Acceptance of Grants under \$25,000:** Williams requested the committee accept the following grants under \$25,000:

a. Community Foundation of Southern WI	Home Delivered Meals	\$5,000
b. Community Foundation of Southern WI	Respite Program	\$4,000
c. United Way of Green County	2024 Home Delivered Meals	\$16,000
d. United Way of Green County	2024 Truancy Program	\$22,000
e. United Way of Green County	2024 Parenting Class	\$8,500

Motion by Boll, seconded by Huffman to accept the grants under \$25,000. Motion carried with a unanimous voice vote.
11. **Recommendation to transition Leased Human Services Positions to County Positions in 2024 Budget:** With the ban recently lifted on creating new county positions requiring tax levy, Williams requested the following positions currently leased through Southwest WI Workforce Development Board, transition to county positions in 2024:
 - a. Truancy Coordinator
 - b. Human Services Assistant (Truancy Worker)
 - c. Human Services Assistant (Case Aide)
 - d. ~~Human Services Assistant (Case Aide) Duplicate~~
 - e. Recovery CoachWilliams explained each position, the benefits of transitioning the position and the fiscal impact on the 2024 budget. He also added that three positions currently leased through Southwest WI Workforce Development Board would remain as is. Motion by Torkelson, seconded by Huffman to approve transitioning the leased positions to county positions. Larson asked about the history of the leased positions and whether other county departments utilized this option. CYF Manager Miles spoke to the history of the positions and HR Director Merrick added that no other departments currently have leased positions. Furgal called for a vote on the motion. Motion

carried with a unanimous voice vote. Full final approval pending Personnel & Labor Relations and Finance Committee approvals.

12. **Recommendation for New Human Services Positions in 2024 Budget:**

Williams requested the following new positions be included in the 2024 budget:

- a. Children's Long-Term Support Case Worker
- b. Account Clerk – Billing Specialist
- c. Mental Health Therapist – Certified (Child Advocacy Center)
- d. Crisis Worker

Williams explained each position and the fiscal impact adding the position would have on the 2024 budget. Discussion followed regarding funding the positions, additional revenue generated by the billable services and overall impact on the 2024 budget. Larson showed his appreciation for the efforts made to ensure minimal impact on the budget with the addition of the positions. Motion by Huffman, seconded by Torkelson to recommend creating the new positions. Motion carried with a unanimous voice vote. Full final approval pending Personnel & Labor Relations and Finance Committee approvals.

13. **Approval of Out-of-County Training Requests and Human Services Board Member Expense**

Authorization Requests: Motion by Larson, seconded by Huffman to approve the updated August out-of-county training requests. Motion carried with a unanimous voice vote. There were no Human Services Board Member Expense Authorization Requests to approve.

14. **Directors Report:** Williams reported. Items included the ADRC Health & Wellness Day attendance numbers, District Attorney's request related to Brady v. Maryland and the state budget. Mental Health Supervisor and Comprehensive Community Services Mental Health Professional recruitment updates and an article written by Aging & Disability Resource Center Manager Mary Mezera in the August 2023 edition of the Wisconsin Counties Magazine were discussed. Lunch & Learn information, personnel changes and one exit interview were also included.

15. **Committee Raised Topics -Items may only be discussed and any item requiring action must be placed on a future committee agenda:** Torkelson inquired about any updates on offering a per diem to Aging & Disability Resource Center citizen members. Brief discussion followed.

16. **Establish Next Meeting Date & Time:** The next meeting will be Tuesday, September 12, 2023, at 2:00 p.m.

17. **Statement of purpose by the Chair for closed session pursuant to Wis. Stat. 19.85 (1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility, specifically the Human Services Director.**

18. **Motion to enter into closed session (roll call vote required unless unanimous)**

Motion by Boll, seconded by Torkelson to enter into closed session. Motion carried with a unanimous voice vote.

19. **Motion to enter into open session for discussion and action on items discussed in closed session:**

Motion by Boll, seconded by Huffman to enter into open session. Discussion followed regarding Director William's evaluation. Motion by Huffman, seconded by Boll to accept the Director's evaluation. Motion carried with a unanimous voice vote. The committee showed their appreciation for Director William's good work and professionalism.

20. **Adjourn:** Motion by Huffman, seconded by Larson to adjourn the meeting at 3:35 p.m. Motion carried with a unanimous voice vote.

Minutes submitted by:

Lisa Bergum
Account Clerk