

**Lafayette County Human Services
Board Meeting Minutes
Thursday, February 11, 2016**

Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.

Board members present: Brandee Blaine, Sherry Crist, David Hammer, Connie Hull, Jack Sauer, Leon Wolfe (Gerald Heimann and Richard Roelli were excused)

LCHS staff present: Kristine Brunkow, Shane Schuhmacher

Others present: Tara K. Kleinhans, Corporation Counsel; Val Steiner, Human Resources Director, Sheena Abbitt

1. CALL TO ORDER

- a. The meeting was called to order by David Hammer at 6:10 p.m. The meeting was properly posted at the Courthouse, Lafayette County Human Services and e-mailed to The Republican Journal.
- b. Motion by Leon Wolfe, second by Connie Hull to approve the amended agenda as posted; carried.
- c. Motion by Leon Wolfe, second by David Hammer to approve the minutes of the January 14, 2016 meeting as printed; carried.

2. PUBLIC COMMENTS

- a. Brandee Blaine submitted her resignation as a lay representative on the Lafayette County Human Services Board to become effective immediately. Tonight (February 11, 2016) will be her last meeting. The Committee thanked Ms. Blaine for her service on the Board.

3. FISCAL REPORT

- a. Janet George was absent from tonight's meeting; therefore there was no financial report. Shane Schuhmacher reported there were no unusual payments this month.

4. APPROVAL OF EXPENDITURES

- a. Motion by Leon Wolfe, second by Sherry Crist, to approve the LCHS vouchers as scheduled; carried.
- b. Motion by Sherry Crist, second by Leon Wolfe, to approve the Aging Unit vouchers as scheduled; carried.

5. AFFORDABLE CARE ACT (ACA)

- a. Mr. Schuhmacher presented with a State Memo, Notice: 16-02, regarding funding for the ACA position through the end of 2016. Mr. Schuhmacher stated the ACA position plays a vital role in the Economic Support Unit handling the majority of the Consortium Call Center calls. For

example; the Call Center answered 11,802 calls in the month of January. The Call Center averages 16 agents per day answering the calls that come through the Call Center. This position is currently vacant and will be addressed under personnel.

6. EMPLOYMENT/PERSONNEL MATTERS

- a. Review Employment Retention & Staffing Patterns
- b. Mental Health Coordinator Request Pay at 100%
- c. Vacated Mental Health Coordinator Position
- d. Vacated Economic Support Specialist Position
- e. Vacated Access Intake Social Worker Position
- f. Vacated Social Worker Position

7. **CLOSED SESSION** - Motion at 6:21 p.m. to go into Closed Session for not less than 10 minutes pursuant to the exemption contained in Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee by Sherry Crist, second by Connie Hull. Motion carried by unanimous roll call vote.

8. **MOTION TO RETURN TO OPEN SESSION** at 8:00 p.m. by Brandee Blaine, second by Sherry Crist. Motion carried by unanimous roll call vote.

9. MATTERS DISCUSSED IN CLOSED SESSION

- a. Mental Health Coordinator Request Pay at 100%-The employee (M.M.) has received full licensure. Motion by Sherry Crist; second by Leon Wolfe to approve pay at 100% of the Mental Health Coordinator pay grade; motion carried. New rate of pay is effective January 21, 2016.
- b. Mental Health Coordinator Vacancy-The current employee (M.W.) in this position has submitted her resignation; her last day of work is February 19, 2016. This is a reimbursable position. Motion by Brandee Blaine; second by Connie Hull to fill this vacancy and any subsequent vacancy created by someone posting in this position and moving this forward to the Human Resources Committee for approval; motion carried.
- c. Access Intake Social Worker Vacancy- The current employee (S.A.) in this position has submitted her resignation; her last day of work was February 10, 2016. Motion by Sherry Crist; second by Brandee Blaine to fill this vacancy and any subsequent vacancy created by someone posting in this position and moving this forward to the Human Resources Committee for approval; motion carried.
- d. Social Worker Vacancy- The current employee (M.B.) in this position has submitted her resignation; her last day of work is February 18, 2016. Motion by Sherry Crist; second by Brandee Blaine to fill this vacancy and any subsequent vacancy created by someone posting in this position and moving this forward to the Human Resources Committee for approval; motion carried.

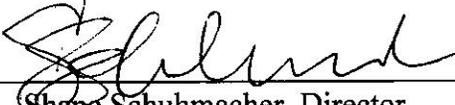
10. **BEHAVIORAL HEALTH CERTIFICATION ON-SITE SURVEY STATUS**-Mr. Schuhmacher indicated he will be submitting Plan of Corrections in the next week for the CSP and AODA program citations. He stated he is still waiting to hear back from the State regarding the Clinic Manager's licensure. He will keep the Committee informed.

11. **DIRECTOR'S REPORT**

- a. Employee Comp and Overtime Report- The total hours for comp time for the period of January 4, 2016 to January 31, 2016 for LCHS was 83.93 hours and the total overtime hours was -0-hours.
- b. County K Building Update-Work is progressing on the project. Phone system has been ordered; it may take 6-8 weeks to get the phone equipment.
- c. Psychologist Vacancy-Robert Beech, PhD, has indicated he will be retiring the end of February as psychologist for the agency. Mr. Schuhmacher stated he is looking for a replacement.

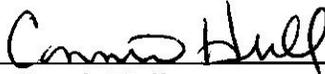
12. **ADJOURN**

- a. The next meeting was set for **Thursday, March 17, 2016** at 6:00 p.m. The Audit Committee will meet at 5:45 p.m.
- b. The meeting was adjourned by Chair David Hammer at 8:25 p.m.

Reviewed by  3/17/16
Shane Schuhmacher, Director Date

Brandee Blaine 
Brandee Blaine Sherry Crist

David Hammer Gerald Heimann
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 Richard Roelli
Connie Hull Richard Roelli

 
Jack Sauer Leon Wolfe