

**Lafayette County Human Services  
Board Meeting Minutes  
Thursday, April 14, 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:** David Hammer, Gerald Heimann, Connie Hull, Richard Roelli, Leon Wolfe (Sherry Crist was excused)

**LCHS staff present:** Janet George, Kristine Brunkow, Shane Schuhmacher

**Others present:** Tara K. Kleinhans, Corporation Counsel

**1. CALL TO ORDER**

- a. The meeting was called to order by David Hammer at 6:13 p.m. The meeting was properly posted at the Courthouse, Lafayette County Human Services and e-mailed to The Republican Journal.
- b. Shane Schuhmacher requested to add "ADRC Information to Review" under Agenda Item 9. Motion by Gerald Heimann, second by Leon Wolfe to approve the agenda as posted with the above addition to Agenda Item 9.; carried.
- c. Motion by Connie Hull, second by Leon Wolfe to approve the minutes of the March 17, 2016 meeting as printed; carried.

**2. PUBLIC COMMENTS**

- a. No public comments were submitted.

**3. FISCAL REPORT**

- a. Janet George reported several unusual payments for LCHS this month. The payments to Century Link for the County K Building have begun again. The ongoing amount should increase to \$1215/month after this month. The Family Care MOE payment mentioned last month (\$96,371) was received late in March. That amount was charged as an accounts payable for 2015. The annual E-Panic subscription in the amount of \$1000 is also being paid this month. Once again, there are several training registrations included in the vouchers.
- b. Ms. George report Aging does not have any unusual payments this month.
- c. Ms. George stated there are no financial statements for March; the vouchers were not posted as of 1:00 pm this afternoon; without the expenditures included, the reports just don't make any sense.
- d. The unaudited statements for 2015 are included in the information packet. While 2015 did not turn out quite as well as had initially anticipated, it still ended just shy of \$70,000 under budget. Per Katie Suter, the auditor, there will be one audit entry which will actually increase the underage for LCHS. Ms. Suter believes Ms. George under-estimated the deferred revenue for 2016; the two calculated an additional \$15,000. When the audit is completed, LCHS should be under budget \$84,669 for LCHS, which is still very successful!

- e. Aging has ended 2015 at \$12,275 under budget. Again, these are unaudited figures, but the auditors are not planning any adjustments which would affect Aging.
- f. The LCHS portion of the 2015 actually went very well this year. Ms. George was able to send all the information requested in the get-ready letter to Ms. Suter by last Thursday. She was only on-site for one day, rather than three or four, and the aforementioned audit entry is the “biggest” item for LCHS/Aging. The auditor has given Ms. George (and shared with Nicola Maurer) suggestions on how to better calculate the deferred revenue next year. With that information, Ms. George is hopeful LCHS/Aging won’t have any audit adjustments for the 2016 audit.
- g. Enough wages were charged for ACA to use the carryover from 2015 which needed to be expensed by March 31. No other costs for ACA will be incurred until the new worker begins on April 29.

**4. APPROVAL OF EXPENDITURES**

- a. Motion by Richard Roelli, second by Leon Wolfe, to approve the LCHS vouchers as scheduled; carried.
- b. Motion by Richard Roelli, second by Leon Wolfe, to approve the Aging Unit vouchers as scheduled; carried (Gerald Heimann abstained from this vote)

5. **AFFORDABLE CARE ACT (ACA)**- Enough wages were charged for ACA to use the carryover from 2015 which needed to be expensed by March 31. No other costs for ACA will be incurred until the new worker begins on April 29.

**6. COUNTY K BUILDING EXPENSES & UPDATES**

- a. Key Fobs-The building has been wired for the use of key fobs to enter the employee entrance door and the two locked hallway doors in the lower level of the building. The estimated cost to purchase the key fobs and the computer software is approximately \$5-6,000. Motion made and approved for Human Services to purchase the key fobs and necessary computer software; motion carried.
- b. ADRC Recommendations-An Accessibility Assessment was completed by Independent Living Resources from LaCrosse, Wisconsin in November 2015. The major concern of the ADRC was that there was not a clearly defined, separate, and accessible ADRC reception area in which a customer may enter and be greeted by an individual ready to assist. Presently, the entrance will be shared with clients seen by two renters of the building. Another issue was the receptionist desk; the desk is currently too high to meet ADA requirements. Mr. Schuhmacher reported the desk will be lowered to accommodate clients in accordance to ADA requirements. The handicapped parking spaces have been modified. Signage has been addressed; Mr. Schuhmacher is waiting to hear back from “Signs to Go” on the design.

7. **EMPLOYMENT/PERSONNEL MATTERS**

- a. Review Employment Retention & Staffing Patterns
- b. DHS/Clinic Programs

8. **CLOSED SESSION**-Motion at 6.55 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 Leon Wolfe, second by . Motion carried by unanimous roll call vote.

9. **MOTION TO RETURN TO OPEN SESSION**-Motion to return to Open Session at 7:40 p.m. by Gerald Heimann, second by Leon Wolfe. Motion carried by unanimous roll call vote.

8. **MATTERS DISCUSSED IN CLOSED SESSION** - No Action Taken.

9. **DIRECTOR'S REPORT**

- a. Employee Comp and Overtime Report- The total hours for comp time for the period of February 29, 2016 through March 27, 2016 for LCHS was 52.52 hours and the total overtime hours was 40.13 hours.
- b. Personnel Updates
  - Molly Zuehlke was hired as the Mental Health Coordinator for the CSP Unit. She began on April 6, 2016.
  - Mackenzie Monson was hired as the Social Worker for the Family Services Unit. She began on April 11, 2016.
  - Brooke Hagen was hired as the Access Intake Worker. She will begin on April 25, 2016.
  - Lynnette Boatman was hired as the Economic Support Specialist. She will begin on April 29, 2016.

10. **ADJOURN**

- a. The next meeting was set for **Thursday, May 12, 2016** at 6:00 p.m. The Audit Committee will meet at 5:45 p.m.
- c. The meeting was adjourned by Chair David Hammer at 8:00 p.m.

Reviewed by Shane Schuhmacher Date 5/12/16  
Shane Schuhmacher, Director

Sherry Crist  
Sherry Crist

David Hammer

Connie Hull

Jack Sauer

Gerald Heimann  
Gerald Heimann

Richard Roelli  
Richard Roelli

Leon Wolfe  
Leon Wolfe