

**Lafayette County Human Services
Board Meeting Minutes
Thursday, May 12, 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: Sherry Crist, Gerald Heimann, John Perkins, Richard Roelli, Tony Ruesga, Leon Wolfe

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

1. CALL TO ORDER

- a. The meeting was called to order by Leon Wolfe at 6:15 p.m. The meeting was properly posted at the Courthouse, Municipal Building, Lafayette County Human Services and e-mailed to The Republican Journal.
- b. Motion by Gerald Heimann, second by Sherry Crist to approve the agenda as posted; carried.
- c. Motion by Gerald Heimann, second by Richard Roelli to approve the minutes of the April 14, 2016 meeting as printed; carried.

2. PUBLIC COMMENTS

- a. The Human Services Board thanked Janet George for her years of service at Lafayette County Human Services.

3. FISCAL REPORT

- a. Janet George reported unusual payments this month: \$800 to CDW for Ethernet cables and a server for the door fobs; \$1215 to Centurylink for phones, this will be a monthly charge now; \$1085 to Dane County Juvenile Court for 3-4 juveniles that were placed at the facility under a 72 hour sanctions hold; \$468 to Nicolas Jelle, he assisted Jason Walters in moving computer equipment to the County K building; \$1928.70 to Full Potential (Ted Izydar for supervising clinic); \$3899.09 to SHI International Corp. for monitor privacy screens for all staff; \$691.96 to Anita Stein for contracted services to do IDP assessments.
- b. Ms. George reported Aging had an unusual payment of \$2667.00 to Southwest WI Regional Planning for matching funds for a study grant.
- c. Ms. George reported she met with Nicole McGuire and Shawn Roelli from Johnson & Block to go over some financial stuff. Johnson & Block will be filling in until a replacement for Ms. George has been hired.
- d. Ms. George stated the year has not started off very well financially with another juvenile being placed into a group home. Currently there are three kids in high costs placements.
- e. Ms. George reported expenses for the County K Building move are over \$22,000 with a few outstanding bills still to be processed.

4. **APPROVAL OF EXPENDITURES**

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

5. **BOARD ORIENTATION**-Mr. Schuhmacher did a brief overview of the responsibilities and job duties of Board Members.

6. **AFFORDABLE CARE ACT (ACA) UPDATE**-Ms. George reported there were no April charges to the ACA account as the new employee didn't start until April 29th.

7. **EMPLOYMENT/PERSONNEL**

- a. Economic Support Supervisory Position-Mr. Schuhmacher requested to make the current Economic Support Specialist Lead Worker position a supervisory position. This would shift Economic Support management duties from the Aging/ADRC manager to be more in the line with State Statutes and contracts.
- b. Economic Support Specialist Position (ACA Position)-Mr. Schuhmacher reported this position is funded until the end of the year. With the increase workload in the Economic Support Unit; he is requesting making this position a permanent position with the County.
- c. Economic Support Specialist Wage Adjustment-Mr. Schumacher stated a person was hired in May 2015 at 85% of base wage for the position. She completed her 6 month probation in November 2015. In November the worker requested to be paid at 100% of base wage of the Economic Support Specialist position. The worker then applied and received a position within the Family Services Unit; she began in the Family Services Unit on February 1, 2016.
- d. Support Services Manager-Ms. George is requesting pay out of her comp time she has accumulated.

8. **CLOSED SESSION**-Motion at 6:25 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 Tony Ruesga, second by Gerald Heimann. Motion carried by unanimous roll call vote.

9. **MOTION TO RETURN TO OPEN SESSION** at 7:15 p.m. by Gerald Heimann, second by Sherry Crist. Motion carried by unanimous roll call vote.

10. **MATTERS DISCUSSED IN CLOSED SESSION**

- a. Economic Support Supervisory Position-Motion by Sherry Crist; second by Richard Roelli to change the Economic Support Lead Worker position to a Supervisory position with a wage range between \$22.50-\$25.50; motion carried.
- b. Economic Support Specialist Position (ACA Position)-No action was taken on this position.

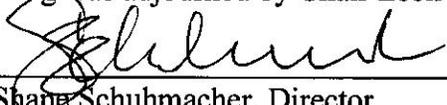
- c. Economic Support Specialist Wage Adjustment-Motion by Richard Roelli; second by Sherry Crist to deny the request by Economic Support Specialist for payout of wage adjustment; motion carried.
- d. Support Services Manager-Motion by Tony Ruesga; second by Gerald Heimann to pay out Ms. George's comp time as requested; motion carried.

11. **DIRECTOR'S REPORT**

- a. Employee Comp and Overtime Report- The total hours for comp time for the period of March 28, 2016 to April 24, 2016 for LCCHS was 142.42 hours and the total overtime hours was 27.75 hours. Note that this was the time period of the office move to the new building.
- b. Support Services Manager Update

7. **ADJOURN**

- a. The next meeting was set for **Monday, June 13, 2016** at 6:00 p.m. The Audit Committee will meet at 5:45 p.m.
- c. The meeting was adjourned by Chair Leon Wolfe at 7:35 p.m.

Reviewed by  6/13/16
 Shane Schuhmacher, Director Date

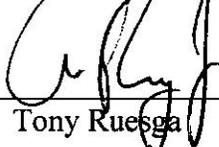
 Sherry Crist


 Gerald Heimann

 Connie Hull

 John Perkins


 Richard Roelli


 Tony Ruesga

 Jack Sauer


 Leon Wolfe