

**Lafayette County Human Services
Board Meeting Minutes
Wednesday, September 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: Gerald Heimann, Connie Hull, John Perkins, Richard Roelli, Tony Ruesga, Leon Wolfe

LCHS staff present: Kristine Brunkow, Shane Schuhmacher, Margaret Sutter, Melissa Hill

Others present: Brian Lund from the Republican Journal; Nicola Maurer

1. CALL TO ORDER

- a. The meeting was called to order by Leon Wolfe at 6:00 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 Tony Ruesga to approve the amended agenda as posted; carried.
- c. Motion by Richard Roelli, second by John Perkins to approve the minutes of the August 11, 2016 meeting as printed; carried.

2. PUBLIC COMMENTS

- a. Shane Schuhmacher introduced Margaret Sutter as the new Financial Manager and Melissa Hill as the new Family Services Manager.

3. FISCAL REPORT

- a. Mr. Schuhmacher reported no unusual payments this month for Human Services or Aging.

4. APPROVAL OF EXPENDITURES

- a. Motion by Tony Ruesga, second by Connie Hull, to approve the LCHS vouchers as scheduled; carried (Gerald Heimann abstained).
- b. Motion by Gerald Heimann, second by John Perkins, to approve the Aging Unit vouchers as scheduled; carried.

5. AFFORDABLE CARE ACT (ACA) STATUS UPDATE-Mr. Schuhmacher stated costs continue to be allocated for fringes and benefits for the employee.

6. PERSONNEL

- a. Mental Health Coordinator Pay Adjustment to 100% of Pay Grade- The employee (C.M.) has received full licensure. Motion by Gerald Heimann; second by Richard Roelli to approve pay at 100% of the Mental Health Coordinator pay grade; motion carried. New rate of pay is effective September 15, 2016.

- b. Creating Comprehensive Community Services (CCS) Position-Mr. Schuhmacher reported Lafayette County Human Services is working with Green County Human Services for the CCS Program. LCHS currently has one employee working in this program. She is at her maximum limit of clients she can serve; therefore, Mr. Schuhmacher is requesting a new position for the CCS Program. Mr. Schuhmacher stated the agency will be reimbursed almost 100% for this position. The range of pay is \$20.18 to \$23.74/hour depending on experience/qualifications. Motion by Tony Ruesga; second by Gerald Heimann to create a new CCS position; motion carried. This will be sent on to Human Resources for approval.

7. **2017 LAFAYETTE COUNTY HUMAN SERVICES & AGING BUDGET**-Discussion regarding the proposed budgets. Mr. Schuhmacher felt he and Margaret Sutter, the new Financial Manager, did not have sufficient time to go through the budgets before presenting to the Finance Committee. The LCHS Committee requested Mr. Schuhmacher and Ms. Sutter go through the budgets. The LCHS Committee will meet on Monday, September 26 at 6:00 p.m. to review the budgets.

8. **VAN PURCHASE**-Mr. Schuhmacher reported the County purchased a large 15 passenger bus a few years back for the CSP team to use in transporting their clients. The CSP team is requesting a smaller van as the larger van is hard for clients to get in and out of. Motion by Gerald Heimann; second by Tony Ruesga to send this on to Building & Insurance for them to decide on the purchase of the van. This van should not come out of the Human Services budget.

9. **2017 ADRC SCOPE OF SERVICES**-Mr. Schuhmacher presented with the 2017 ADRC Scope of Services final draft. LCHS is not in compliance with the scope of services when it comes to lobby service. Currently, the ADRC lobby is shared with Platteville Family Resource Center and Workforce Development clients. Both renters have been good about gathering their clients on a timely basis so they are not sitting in the lobby for any length of time. In the Scope of Services; there is a section that talks about requesting a waiver for the lobby area. Motion by Gerald Heimann; second by John Perkins to sign the contract and obtain the waiver for lobby service. Motion carried.

10. **DIRECTOR'S REPORT**
 - a. Employee Comp and Overtime Report- The total hours for comp time for the period of August 1, 2016 to August 28, 2016 for LCHS was 56.30 hours and the total overtime hours was 40.50 hours.
 - b. Family Services Manager Position-Melissa Hill was hired as the Family Services' Manager. She started on September 6, 2016.
 - c. Disability Benefit Specialist Position – Interviews were held on Tuesday, September 13. Mr. Schuhmacher indicated an applicant has been chosen; waiting for background checks to come back and then he will make a job offer.
 - d. AODA Vacancy-Mr. Schuhmacher reported receiving many qualified applicants. Interviews will be set up in the very near future.

11. **ADJOURN**

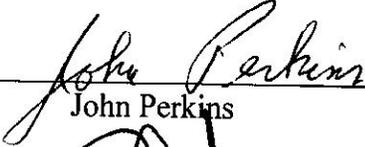
- a. The next meeting was set for **Wednesday, October 12, 2016** at 6:00 p.m. The Audit Committee will meet at 5:45 p.m.
- e. Motion by Connie Hull; second by Richard Roelli to adjourn. The meeting was adjourned by Chair Leon Wolfe at 7:45 p.m.

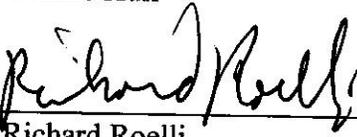
Reviewed by  10/12/16
Shane Schuhmacher, Director Date

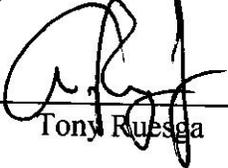

Sherry Crist

Gerald Heimann

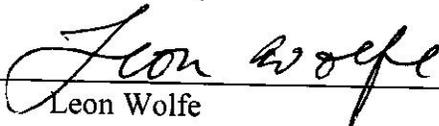

Connie Hull


John Perkins


Richard Roelli


Tony Ruesga

Jack Sauer


Leon Wolfe