

Trempealeau County Human Services Board Meeting

Meeting called to order by Michelle Haines at 4:01 p.m. in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, December 3, 2012.

Board Members Present: Curtis Skoyen, Arild Engelién, Kathy Johnson, Dora Jean Blaha, Michelle Haines, Rob Reichwein

Staff Present: Jeff McIntyre, Jami Kabus, Kathy Gauger, Mary Manka

Notice was posted according to open meeting law requirements.

Adoption of Agenda – Motion by Mr. Engelién to adopt the presented agenda; **seconded** by Mr. Skoyen. **Motion carried.**

Minutes of Prior Human Services Board Meeting – Motion by Mr. Skoyen to accept the minutes from the November 6, 2012 meeting; **seconded** by Mr. Engelién. **Motion carried.**

Public Comments – None

6. 85.21 Grant Approval

Copies of the 85.21 grant were distributed by Ms. Gauger and discussed. **Motion** to approve the grant by Ms. Blaha; **seconded** by Ms. Johnson. **Motion Carried.** Public Hearing is scheduled for Thursday, December 6.

7. ADRC/Senior Services Supervisor Report

The position Ms. Gauger had previously requested was approved by the Exec Finance and now goes to the full Board this month. If approved, will advertise and hopefully someone will be on board by mid-January. Senior Services will be within budget for all programs.

8. Out-of-Home Care Report

Mr. McIntyre stated that our out-of-home care consistently goes over budget. As of now, we are \$210,000 over on State BCA dollars. We fill the gap with levy dollars.

9. IM Consortia Report

As we are approaching the end of the year, we find the IM Consortia is doing well. Struggling to have enough staff, but hope to be hiring two more workers. We are still maintaining a strong local presence.

10. 2012 Budget Report

A copy of the Human Services budget was distributed. Budget looks good as of right now.

11. Request for Waiver from State Mandated \$25,000 Audit Threshold

In April of 2013 the mandate to request audits from contracts \$75,000 or more is up and will revert back to \$25,000 contracts needing audits. Mr. McIntyre would like to have a resolution stating only contracts \$75,000 or over require audits. Motion made by Ms. Johnson to this resolution and move on to the County Board; seconded by Mr. Engelién. Motion carried.

12. Department Work Rules Discussion

At the next County Board meeting the Employee Handbook will be discussed and voted on. Mr. McIntyre noted that what this Board has passed for Human Services and Senior Services will not be in that handbook: vehicle policy, call in sick policy, numerous other policies passed just for Human Services/Senior Services. Just to make this Board aware of this.

13. Request to Apply for Office of Justice Grant

Mr. McIntyre is in the process of applying for a grant to expand drug court. It has no levy match. We can apply for grant year after year.

14. Approval to Hire Social Worker

A Family & Children's Social Worker's last day will be Thursday, December 20. Mr. McIntyre is asking for approval to hire for this position. **Motion** by Ms. Blaha to approve hiring of a Social Worker; **seconded** by Mr. Skoyen. **Motion carried.**

15. Consider Layoff of WHEAP Coordinator Position

Due to the lack of work and due to removal of levy by Executive Finance Committee supporting the position, Mr. McIntyre is proposing to layoff our current WHEAP employee and have the duties of WHEAP transferred to Buffalo County. **Motion** by Ms. Haines to transfer the duties of our current WHEAP Coordinator to Buffalo County; **seconded** by Mr. Engeliem. **Motion carried.**

16. Director's Report

- Two of the three vehicles ordered have arrived and the third is in transit. We will be attempting using the Crown Victoria's for in-county use only.
- Reported on the half-time position
- Half a million dollars assigned non-lapsing contingency fund

17. Review Voucher Summaries

- a. Human Services - \$251,791.49**
- b. Senior Services - \$49,308.45**

Motion by Ms. Johnson to approve the vouchers; **seconded** by Ms. Blaha . **Motion carried.**

18. Next Meeting will be January 7, 2013

19. Meeting adjourn at 5:00 p.m.

Respectfully submitted,

Rob Reichwein
Secretary