

## **Trempealeau County Human Services Board Meeting**

Meeting called to order by Michelle Haines at 4:00 p.m. in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, June 3, 2013.

**Board Members Present:** Arild Engeliem, Rob Reichwein, Michelle Haines,  
Dora Jean Blaha

**Staff Present:** Jeff McIntyre, Kathy Gauger, Connie Oates, Sandy Palkowski, Jami Kabus,  
Mary Manka

Notice was posted according to open meeting law requirements.

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

**Minutes of Prior Human Services Board Meeting – Motion** by Mr. Reichwein to accept the minutes from the May 6, 2013 meeting; **seconded** by Mr. Engeliem. **Motion carried.**

**Public Comments – None**

### **6. Approval to Hire One FTE ESS (LTE) Employee**

Mr. McIntyre informed the Board of the opportunity to hire one full time Economic Support Specialist as a full time employee for a limited time of two years. Funding would be coming from the Governor's Office Affordable Care Act. No levy dollars. They should be ready to start in September for the training process. The position is funded through mid-June of 2015. **Motion** by Mr. Reichwein to hire one FTE ESS (LTE) and to start the employment process; **seconded** by Ms. Blaha. **Motion carried.**

### **7. Interim Director of Human Services**

Ms. Kabus, Human Resources, stated the deadline for applicants for the Human Services Director is Friday, June 7. Pleased with the applicants and doesn't anticipate a lengthy time for hiring. Ms. Kabus suggested no interim director needed. Employees that report directly to the Director the current staff can handle those situations.

### **8. Approval of Senior Services Grievance Policy & Procedure**

Ms. Gauger stated that she recently discovered that Senior Services did not have a grievance policy. A Grievance Policy and Procedure that the agency Advisory Committee has reviewed and approved was distributed and read. **Motion** by Ms. Haines to approve the Grievance Policy & Procedure; **seconded** by Mr. Reichwein. **Motion carried.**

### **9. Approval of Bus Driver/Vehicle Coordinator Job Description**

Ms. Gauger was at Personnel & Exec Finance today requesting approval of a Bus Driver/Vehicle Coordinator position. Originally she had wanted a reclassification for our current bus driver. They suggested making it a new position and posting the position in the courthouse. A job description was distributed. **Motion** by Mr. Reichwein to approve the job description; **seconded** by Mr. Engeliem. **Motion carried.**

### **10. Approval to Hire Bus Driver/Vehicle Coordinator**

**Motion** by Mr. Reichwein to move the approved job description to Personnel & Bargaining Committee; **seconded** by Ms. Blaha. **Motion carried.**

**11. ADRC/Senior Services Supervisor Report**

Ms. Gauger stated there is a new cook at Pine Creek Meal Site, Carol Suchla. Volunteer recognition that is co-sponsored by RSVP at Western Dairyland will be Thursday, July 18 at Holy Family Church in Arcadia. She reported on the possible merger of Senior Services and ADRC. Ms. Gauger stated that anyone can call 211 in case of an emergent disaster 211 will have information in regard to possible shelters and other important information.

**12. Approval of Revised Vehicle Use Policy**

Mr. McIntyre stated this will be the third revision. Only change was taking out Item #C.

**Motion** by Ms. Blaha to approve the revised Vehicle Use Policy; **seconded** by Mr. Engalien.

**Motion carried.**

**13. Approval of Hours of Work/Breaks Policy**

Mr. McIntyre has been asked by some employees recently about using their 15 minute break to use before they go to lunch or leave at 4:15 pm or leave at 2:15 pm and then take vacation. The proposed policy states that none of the above mentioned is allowed. **Motion** by Mr. Engalien to approve the House of Work/Breaks; **seconded** by Ms. Haines. **Motion carried.**

**14. Review Voucher Summaries**

**a. Human Services - \$201,677.70**

**b. Senior Services - \$ 49,384.47**

**Motion** by Mr. Reichwein to accept the voucher summaries; **seconded** by Ms. Blaha . **Motion carried.**

**15. Director's report**

- Beginning in January of 2013 we contracted WHEAP with Buffalo County. Did very well. State would like us to be serving more people. We have done advertising in numerous places trying to get people interested in applying. Applicants do have to meet eligibility requirements.
- Positive news – our eight county IM Consortia will be receiving \$150,000 more for 2014. Our two year committed levy amount by an agreement with DHS and the State of Wisconsin is up at the end of 2013. Our levy amount increased by \$25,500. If county decides not to be a part of the Consortia, State Statute states you continue to pay that amount anyway. Encouraged the Board to go with the increase. It will keep our local presence here.
- Encouraged the County Board of Supervisors to support the Justice Coordinator position with levy dollars. Recommended \$20,000 levy.
- Thanked the Board for being so supportive of all our programs.

**16. Next Meeting** will be Monday, July 1, 2013

**17. Meeting adjourned** at 4:43 p.m.

**Respectfully submitted,**

**Rob Reichwein**  
Secretary