

Trempealeau County Human Services Board Meeting

Meeting called to order by Curtis Skoyen at 4:01 p.m. in the Wisconsin Room at the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, February 2, 2015.

Board Members Present: Jeanne Nutter, Curtis Skoyen, Karen Sepich, Richard Frey, Dora Jean Blaha, Rob Reichwein

Staff Present: Deb Suchla, Kathy Gauger, Rian Radtke, Jami Kabus, Mary Manka

Notice was posted according to open meeting law requirements.

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

Minutes of Prior Human Services Board Meeting – Motion by Mr. Frey to accept the minutes from the December 1, 2014 meeting; **seconded** by Ms. Sepich. **Motion carried.**

Public Comments – None

6. Comprehensive Client Data System Planning Process

Ms. Suchla and IT are in the exploration phase of finding a comprehensive client data system. Have seen one demo in December and will have two other companies do demonstrations. Plans are to send a team of people to counties that use these systems. Next step is the design phase, what we want our system to do. If all goes well, we will bring our recommendation to the Exec Finance Committee and then to the full County Board. The systems will be HIPAA compliant.

7. CCS Planning Update

Plans are moving forward with Clark County. There is an advisory committee meeting scheduled for Wednesday, February 18 and one in March. Each county has five representatives; Karen Sepich represents Trempealeau County Human Services Board.

8. CSP Program Re-Certification and Updates

The CSP program is managed by Mayo Franciscan and is up for certification. Some key people are leaving/retiring. A psychiatrist on staff is mandatory in order to be recertified. Efforts are being made to find a doctor.

9. Review/Update/Repeal 1979 Commission on Aging Ordinance and its Amendments

Rian Radtke, Corp Counsel, stated that the county is in the process of updating ordinances. Copies of ordinances were distributed and discussed. The 1979 Ordinance is still in effect, but outdated. The County's resolutions are not indexed other than by date, so the process is time consuming. In 1974 a Commission on Aging was established. In 1998 the Agency on Aging changed to Senior Services Agency. In 2013 combined Senior Services with Aging and Disability Resource Center, which combined the Long Term Committee and Advisory Committees. Done by resolution to one committee. ADRC is one entity. Commission on Aging is the Human Services Board. Mr. Radtke will be coming back next month with an update.

10. Recommend Social Work Licensing Policy Direction

Ms. Suchla noted that the Social Worker licenses are due for the two year period. In the past, the union contract stated that the County would pay the renewal fee. Contracts no longer cover this topic and the Employee Handbook does not include that language. Ms. Suchla suggested approving the renewal for this time and setting a policy for future periods. After some discussion, Mr.

Frey made a **motion** to refer the Social Worker licensing to Personnel & Bargaining Committee; **seconded** by Ms. Nutter. **Motion carried.**

11. Budget Adjustment Request to Add Scanning Capacity to Copier

Human Services was gifted a copy machine from Land Management because they needed an upgrade. Human Services could benefit greatly by adding a scanning capacity (cost is \$600). Discussion followed. **Motion** by Mr. Frey to approve purchasing scanning board for the copier; **seconded** by Ms. Nutter. **Motion carried.**

12. Budget Adjustment to Request Renting Space for ADRC Vans

Ms. Gauger informed the Board that we had storage space for three vans at the Trempealeau County Health Care Center. To make room for the new facility, the sheds were torn down. We looked into renting a 40 x 60 shed located in Whitehall. Discussion followed. **Motion** by Mr. Frey to run an ad for rental space for four vans (to include donated van); **seconded** by Mr. Nutter. **Motion carried.**

13. Budget Adjustment Request to Move Court Services Budget and Justice Assistance Coordinator to Human Services Department

Ms. Suchla passed out a proposal to move the court services budget and Justice Assistance Coordinator to the Human Services Department. Since we already have the Justice Coordinator it would be a good fit. There would be no cost to Human Services. **Motion** made by Mr. Reichwein to make the budget adjustment to move court services budget and Justice Assistance Coordinator to Human Services; **seconded** by Ms. Nutter. **Motion carried.**

14. Approval to Request from GWAAR Transfer of Funds from Congregate Meals to Home Delivered Meals

A handout was distributed and discussed. Ms. Gauger informed the Board that we are allowed to take expenses from home delivered meals to cover congregate meals budget. **Motion** by Mr. Reichwein to request from GWAAR transfer of funds for \$36,600; **seconded** by Ms. Blaha. **Motion carried.**

15. Hiring Updates

Ms. Suchla informed the Board that Erin Herber has accepted the CST position; Kaylene Windjue was selected to take Erin's position. Once the Behavioral Health Supervisor is hired we will interview for the CLTS position. Ms. Nutter and Mr. Frey volunteered to assist in interviewing of the Supervisor position.

16. HIPAA Compliance Updates

Human Services is working with Rian Radke to be HIPAA compliant. Plans are in progress to make the file room compliant. Due to our limited space, going paperless would be beneficial. We are working with the HIPAA consultant, Ms. Kabus and Health Department to become compliant with HIPAA.

17. November 2014 Financial Reports

November financial report was given by Ms. Suchla. The December financial report is scheduled for the April meeting.

18. Next meeting will be Monday, March 2, 2015 at 4:00 p.m.

19. Meeting adjourned at 5:44 p.m.

Respectfully Submitted,

Secretary
Rob Reichwein