

Juneau County  
Human Services Board Minutes  
January 24, 2018

The Human Services Meeting was called to order by Mike Kelley in the County Board Room. It was noted that the meeting had been posted in accordance with the law.

Present: Mike Kelley, Tim Cottingham, Orville Robinson, Carrie Buss, Carl Wildes, Scott Ethun  
Absent: Beverly Larson, Peg Saylor

**Approval of Minutes**

A motion was made by Carrie Buss and seconded by Tim Cottingham to approve the minutes of the December 20, 2017 meeting.

**Economic Support Unit Presentation**

Bill Blank, manager of the Economic Support unit and staff, Kay Willard, Lead Worker, Diana Wood, April Lee and Rachel Mehne Family workers and Kelly Coughlin Elderly, Blind and Disabled (EBT) worker. The Economic Support unit is part of the Capital Consortium working with seven counties Dane, Adams, Richland, Sauk, Dodge and Sheboygan counties. The lead worker position has changed significantly over the past year. This position trains new staff in the Consortium and is available to staff when questions arise on policies and procedures set by the consortia. The Consortium model changes on a regular basis and the Juneau County ES staff adapts very well and they continue to be high performing in the Consortium.

**Building Update – Tim Cottingham**

Things are going as scheduled. Additional contractors have been brought in to install the electrical, drywall is being hung and painted on both floors, and bathrooms are tiled. Furniture is ordered and the move-in schedule is being reviewed by the building committee. Phase 2 will begin with the abatement of the Hickory and Annex buildings creating 62 more parking spaces.

**Mission Statement Workgroup**

One of the outcomes of Organizational effectiveness was to form a mission statement charter group. This group has been represented by a member from each DHS unit. Ami Board from Child Support gave the DHS Board an update on the status of this group. The group invited Judy Kennedy from UW Extension to help illustrate the planning process for creating a mission statement and vision statement.

**Discussion on Child Support Lead Worker**

Nancy Knickelbein is requesting to create a Lead Worker position in her unit and promoting Ami Board into this position. Nancy utilizes Ami currently, to help train new employees and assume the lead role when she is absent and gone to trainings that occur frequently throughout the year.

A motion was made by Carrie Buss and seconded by Orville Robinson to go to the Personnel Committee to discuss creating a Lead Child Support Specialist Position. Motion Carried.

**Staffing Updates**

**Clerical Support** – In January 2018, the Support Staff Unit had a staff member transfer to another department causing an opening to hire a Receptionist. The Receptionist position has been posted to fill but Penny Janecek is requesting to make a change in staff in the Support Staff unit. Currently there are three receptionists and two Intake Record Clerks. One of the three receptionist positions has changed significantly, due to additional responsibilities that have been brought with program changes and the number of staff added in the DHS department. Her request is to eliminate one receptionist position and replace it with one Intake Records Clerk to fulfill the needs of the department.

**Behavioral Health / AODA** – In March 2018, Substance Abuse Counselor, Charles Lipford will be retiring. JoAnn Geiger is requesting to change this position to a dual role of 50% Substance Abuse Counselor

and 50% Mental Health Therapist. This change would allow us to serve the high demand of Mental Health needs. By serving more Mental Health consumers this change in position would help eliminate the waitlist for new consumers seeking mental health.

**Children Youth and Families** – Kelly Firlus and her staff have recognized the need for another Family Support Worker in their unit. This position is currently contracted and difficult to manage. By bringing this position in-house, the cost of the contract will be reduced significantly, the service to our families will be better managed focusing on reunification and the grant of \$35,000 will help cover the cost of this position.

A discussion was had by the group trying to determine if these requests would be considered reclass requests or if the Personnel Committee would consider them as new requests since the requests are to eliminate one position for another.

A motion was made by Carrie Buss and seconded by Orville Robinson to go to the Personnel Committee to request the above positions.

#### **LaClinica gets Opioid Treatment Center Grant**

Mr. Ethun wanted to share that LaClinica, a local community provider, has received a grant towards their Opioid Treatment Center and will be serving Adams, Marquette and Juneau Counties for consumers with opioid addiction. Mr. Ethun will provide more information about the treatment center as we learn more.

#### **Escribe for Behavioral Health and Community Support Program**

JoAnn Geiger and Mary Jo Onsager, along with psychiatric nurses and psychiatrist have recognized the need for electronic prescription documentation. The Electronic Health Records system, MyEvolv, has a product called OrderConnect available for purchase. This purchase would manage liability concerns when the doctor writes medication prescriptions for consumers. It is also better record keeping of medications in the consumers file. The DHS Board discussed the need of this system and agreed that if the money could be found in the 2018 DHS budget the purchase makes sense, if not, this purchase would have to wait until the 2019 budget.

#### **Items for the Next Meeting**

Mental Health and AODA Presentation  
Crisis Billing

#### **Next Meeting Date**

The next Human Services Board meeting will be held on Wednesday, February 21, 2018, at 8:30 a.m. in the County Board Room.

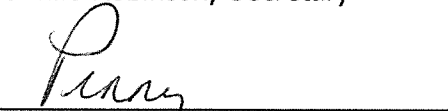
#### **Adjourn**

A motion was made by Orville Robinson and seconded by Carrie Buss to adjourn the Human Services Board meeting. Motion carried.

Respectfully Submitted By:



Orville Robinson, Secretary



Penny Janecek, Recorder

**JUNEAU COUNTY  
HUMAN SERVICES BOARD  
VOUCHER COMMITTEE**

**January 24, 2018**

The Voucher Committee meeting was called to order by chairperson, Mike Kelley at 8:00 a.m. prior to the Human Services Board meeting in the County Board Room.

Present: Mike Kelley and Scott Ethun

Absent: Beverly Larson


A motion was made to go into closed session by Mike Kelley. Motion carried.


A motion to return to open session was made by Mike Kelley. Motion carried.

Motion to approve vouchers was made by Mike Kelley. Motion carried.

The meeting of the Voucher Committee is adjourned to Wednesday, February 21, 2018 at 8:00 a.m. in the County Board Room, Human Services Board meeting to follow.

A motion was made by Mike Kelley to adjourn the meeting. Motion carried.

  
Beverly Larson, Chairperson

  
Scott Ethun, Recorder

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