

Juneau County  
Human Services Board Minutes  
November 2, 2020

The Human Services Meeting was called to order by Tim Cottingham in room 209 of the Juneau County Services Building. It was noted that the meeting had been posted in accordance with the law.

Present: Tim Cottingham, Mike Kelley, Carl Wildes, Joe Lally, James Ryczek,

Attended via Zoom: Dawn Buchholz, Carrie Buss, Peg Saylor

**Approval of Minutes**

Motion made by Mike Kelley and seconded by James Ryczek to approve the October 5, 2020 meeting minutes. Motion carried.

**Clerical/Support Staff Presentation**

Brittany Jacobson and Courtneh Clark, Receptionists, have a variety of duties such as sorting and distributing the mail, scheduling Intoxicated Driver Program appointments, and assisting with staff projects. Paula Forsythe and Pat Morris, Intake and Records Clerks, get the initial calls from Juneau County residents who are in need of or interested in Mental Health and/or Alcohol and Other Drug Abuse services. They do the transcription for the Psychiatrist and Psychologist, redact Child Protection Services records, and maintain all the client charts. Paula has also taken on Salvation Army voucher referrals, with Pat acting as her backup. Alison Brown is the Administrative Support Specialist and she is the Administrator for our electronic health records system, MyEvolv, and troubleshoots other computer programs and software. She prepares and maintains the contracts and agreements for the outside providers. She also handles the Human Services Facebook page and website, and she is the records person for the child welfare state website, eWiSACWIS.

**Possible motion and approval for DHS Clerical staff to have access to service building security camera(s)**

The first and second floor receptionists have a third monitor for the security cameras. The monitors are set up for viewing purposes only and if needed, IT can pull footage. This item has already been approved by the Computer and Finance committee.

**Discussion and possible motion and approval regarding First Amendment Auditor's signs**

There have been situations where First Amendment Auditors will go into buildings and start videotaping or taking pictures to get a rise out of staff and to see if there are policies or procedures in place regarding the use of video or photos. Discussion on posting a sign in the lobby to the effect of video/taking pictures are prohibited to protect clients. If the Human Services Committee approves such action, it would then need to be taken to Building and Personnel Committees for approval and to develop possible policy. Dawn will do more research and work with Corp Counsel for language and Tim to bring up at the next Building Committee meeting.

**Update regarding Human Services Reorganization and Personnel Issues**

Resolution to be discussed at November 3<sup>rd</sup> County Board meeting due to October meeting being cancelled. The Behavioral Health Manager has decided not to fill the Outpatient Therapist

position and has taken a new job elsewhere. She will stay with county until her credentialing is complete, potentially until February 2021. The Clinical Manager and CCS Manager positions have been posted and other open positions to be filled at a later time.

**Other Business**

Regional CCS meeting to be hosted in Juneau County Services Building, room 209, and via Zoom on December 9<sup>th</sup> at 10:00 a.m.

Two staff in Community Support Program will be retiring in the next year. Human Services will wait no less than three months to fill one of these positions.

**Items for the Next Meeting**

Children Protective Services and Corporation Counsel Presentation

Update on First Amendment Signage

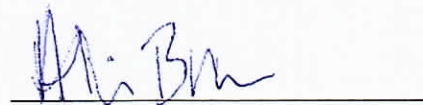
**Next Meeting Date** – Tuesday, December 1, 2020 to be held in Services Building rm 209 and offered via Zoom

**Adjourn**

A motion was made by Joe Lally and seconded by Carl Wildes to adjourn the Human Services Board meeting. Motion carried.

Respectfully Submitted by:

  
Mike Kelley, Secretary

  
Alison Brown, Recorder