

Juneau County  
Human Services Board Minutes  
May 15, 2019

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

Present: Mike Kelly, Tim Cottingham, Carl Wildes, Peg Saylor, Dawn Buchholz  
Absent: Carrie Buss, Joe Lally, Orville Robinson

**Approval of Minutes**

A motion was made by Tim Cottingham and seconded by Carl Wildes to approve the minutes of the April 17, 2019 meeting. Motion carried.

**Corporation Counsel Presentation**

David Lasker, Corp Counsel, and Peggy Waterman, Assistant Corp Counsel, were present at the meeting. Nancy Cowan, Secretary was not present but her work was mentioned, noted and appreciated by all present. Mr. Lasker indicated the good working relationship between Corporation Counsel and the Department of Human Services staff, especially working with the Children Youth and Family (CYF) Services. Present from that program were Corie Burrows, CYF Supervisor, and Kelly Firlus, CYF Manager. Discussion was had on how everyone present agreed that moving into the new building and sharing hallway space has greatly helped with ease of communication. It was discussed how efficiency of litigation on cases has been improved and having two judges has also helped move cases along quicker. Discussion was had on how Termination of Parents Rights (TPRs) are the last resort when parents cannot safely raise their children, yet Federal law to provide permanency for children requires that TPRs are filed for children who have been placed out their homes for 15 of the last 22 months unless specific exceptions exist. Using protective placement plans, residential care settings and reunifications of families was also discussed.

**Update on Vacancies**

Adult Protective Services Worker LTE – Not currently being filled, but will likely have to be filled in the future.

Community Support Program Nurse – No plans to fill this position at this time. It was stated that Human Services assesses needs; a position is not filled just to fill an open position.

**Request Authorization to Fill Vacant Community Support Program (CSP) Case Manager** – Authorization is being requested to fill the CSP case manager position. Dawn Buchholz shared that a CSP case manager has resigned and this vacancy was discussed at the Personnel meeting held on Monday, May 13<sup>th</sup> and it was approved to fill this position.

A motion was made by Peg Saylor and seconded by Tim Cottingham to approve the filling of the vacancy. Motion carried.

**Request Authorization to Eliminate the Support Services Manager Position and Receptionist Position and add Deputy Director Position and Administrative Support Specialist Position.** Dawn Buchholz presented a proposal for the reorganization of Juneau County Department of Human Services (see attached). This laid out the reasons for the request of the Authorization to Eliminate the Support Services Manager Position and Receptionist Position and add a Deputy Director Position and

Administrative Support Specialist Position. Dawn indicated the Personnel and Finance committees approved the Deputy Director Position and the Administrative Support Specialist Position. Mr. Cottingham indicated there does not need to be a vote by the Human Services Board for the approval of these positions as the Finance and Personnel committees already approved these changes. Discussion was had regarding the importance of the Deputy Director Position. With the implementation of programs such as CCS and our overall growing needs with the Department of Human Services it is very difficult for one person to run the Department alone. With the addition of a Deputy Director, work load could be divided up and there would also be coverage when the Director is out of the office. Mr. Lasker mentioned he was unaware of any county that did not have both a Director and Deputy Director for the Department of Human Services.

**Request Authorization to fill possible vacancy in Adult Protective Services (APS)**

Dawn Buchholz indicated she was just notified late yesterday afternoon of the possibility of losing one of our current APS workers. As such she was requesting approval to fill the 32 hour position at this time, with it being noted this may need to become a 40 hour position. Discussion was held on the degree a person would need to fill this vacancy and the possibility of the difficulty in doing such, especially as a 32 hour/week position. Again, this is not a confirmed resignation at this time but if it were to become a reality the need for this position is great as one person would not be able to handle the workload. A motion was made for approval upon need by Peg Saylor and seconded by Tim Cottingham, with the understanding that the Personnel committee would also need to approve same. Motion carried.

**Other Business**

Dawn shared that she is enjoying being here! She asked if anyone has been keeping up on the possible political changes being proposed by the Governor and how if approved some of the budget proposals could greatly benefit Human Service agencies, saving money in Child Protective Services as well as other areas. She said information could be found on our Facebook page.

**Items for Next Meeting**

APS presentation may need to be postponed depending on outcome of the possible resignation of one employee. If so it was discussed to either reach out to the CCS/CST staff as the March meeting they were to present at was cancelled, or seeing if Youth Justice could be moved up from their scheduled July presentation

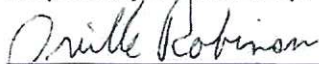
**Next Meeting Date**

June 19<sup>th</sup> @8:30 a.m. in the County Board Room

**Adjourn**

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

Respectfully Submitted By:



Orville Robinson, Secretary



Pat Morris, Recorder