

**Juneau County  
Human Services Board Minutes  
March 3, 2020**

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: Tim Cottingham, Mike Kelley, Carrie Buss, Joe Lally, Peg Saylor, Dawn Buchholz

Absent: Orville Robinson, Carl Wildes

**Approval of Minutes**

A motion was made by Peg Saylor and seconded by Joe Lally to approve the minutes of the February 4, 2020 meeting. Motion carried.

**Youth Justice Presentation**

Kelly Firlus, CYF Manager, and Kasey Banker, Youth Justice Coordinator, present. Youth Justice is under Chapter 938 of State Statute. YJ's (Youth Justice) goal is to impose accountability for violations of law and help develop competencies to live responsibly and avoid future incidents. Once Kasey gets a referral, she has 40 days to gather information, complete an assessment, and determine a recommendation for the DAs office to proceed. The DAs office has 20 days to make their decisions and they can overrule Kasey's recommendations. A new tool the State has implemented is YASI (Youth Assessment and Screening Instrument). It is a computerized assessment tool that assesses risks, needs, and protective factors in youth populations. Currently, Kasey has nine open cases and two juveniles in the Intake stage. Kasey also participates in the after-hours on-call rotation.

**Discussion on open positions**

Outpatient Clinician, CLTS Waivers worker, CSP worker, CCS worker, CCS LTE (2) positions, and APS LTE position. Three positions, CSP, CCS, and APS LTE worker, are still being assessed and will not currently be advertised.

**Possible motion and approval to fill vacant Child Support position**

A motion to approve was made by Mike Kelley and seconded by Carrie Buss. Motion approved and carried.

**Possible motion and approval to fill vacant Outpatient Clinician position**

A motion to approve was made by Carrie Buss and seconded by Peg Saylor. Motion approved and carried.

**Director Evaluation**

Discussion regarding Director Position: Dawn believes it is going well with being able to "divide and concur" between her and the Deputy Director, and each have their specialty backgrounds. Director evaluation completed and approved for annual step raise.

**Discussion on and possible motion and approval to move select DHS staff from hourly pay to salaried pay (grade 18 through grade 25)**

AODA Counselor, CSP Staff, and Behavioral Health Outpatient Therapist staff are setup to be hourly but they are being treated as salary. They would work over 40 hours one week but then would be working under 40 the next week to even out the time. It is against the law to do so, with potential fair labor law consequences. It would benefit the county to make these positions salaried as they would then not be able to earn compensation time of overtime. Caseloads would stay the same. Could also help with hiring process.

A motion to approve to take it to Personnel was made by Peg Saylor and seconded by Carrie Buss. Motion approved and carried.

**Other Business**

Director updates- Human Services Day at the Capital is held every two years, so next one will be in 2021.

Board Member updates- Tim Cottingham shares information on the regional CCS meeting to be held on March 11<sup>th</sup> at 10am.

**Items for next meeting**

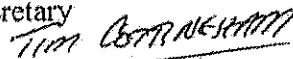
Discussion on open positions (Outpatient Clinician, Child Support, CLTS Waivers Worker, CSP, CCS LTE, APS Worker)

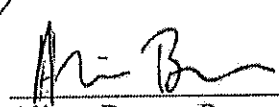
**Adjourn**

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

Respectfully Submitted by:

  
Orville Robinson, Secretary

  
TIM COTTINGHAM

  
Alison Brown, Recorder