

*Lafayette County Human Services
Board Meeting Minutes
January 14, 2010*

Board members present: Brandee Blaine, Sherry Crist, David Hammer, Gerald Heimann, Bob Helm, Connie Hull, Jack Sauer, Janet West

LCHS staff present: Tom MacDonald, Janet George, Kristine Brunkow

Others present: Duane M. Jorgenson, Hillary Dickerson from the Republican Journal

I. CALL TO ORDER

- A. The meeting was called to order by David Hammer at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- B. Motion by Sherry Crist, second by Janet West to approve the agenda as posted; carried.
- C. Motion by Sherry Crist, second by Brandee Blaine to approve the minutes of the December 3, 2009 meeting as printed; carried. Motion by Connie Hull, second by Brandee Blaine to approve the minutes of the December 10, 2009 meeting as printed; carried.

II. PUBLIC COMMENTS

- A. No public comments were submitted.

III. FISCAL REPORT

- A. Janet George reported a few unusual payments this month: Family Support payments adding up to \$4936.78; several emergency foster care payments totalling \$2500.00; and DHSS Institutional Billing was \$1459.21 due to over \$18,700 being received by Mendota during November.
- B. Ms. George stated there are some late invoices for 2009; they include WI Early Autism; WI DHSS Institutional Billing; MHLC for October-December Birth to Three services; and Orion.
- C. Ms. George's best estimate for LCHS's 2009 final budget overage is \$550,000 to \$600,000 over. The Juvenile Institutional Account alone accounts for \$115,312 of the overage. The Adult Inpatient line item, which is presently \$412,384 over, accounts for the majority of the rest of the overage. Ms. George stated the December billing for the State Institutions has not been received yet and there may be a few other late billings to come in yet.

IV. APPROVAL OF EXPENDITURES

- A. Motion by Connie Hull, second by Gerald Heimann, to approve the vouchers as scheduled; carried.

V. DISCUSSION AND POSSIBLE ACTION REGARDING FAMILY CARE CONTRACT

- A. Motion at 6:40 p.m. to go into Closed Session for not less than 10 minutes pursuant to the exemption contained in Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation of any public employee by Bob Helm, second by Janet West. Motion carried by unanimous roll call vote.

- B. Motion to return to Open Session at 7:00 p.m. by Bob Helm, second by Brandee Blaine. Motion carried by unanimous roll call vote.
- C. Motion by Connie Hull, second by Brandee Blaine for Tom MacDonald to act as the interim Long Term Support Manager for a maximum of 90 days; carried.

VI. PERSONNEL

- A. Discussion and possible action regarding hiring a clerical LTE-Mr. MacDonald explained due to the bumping within the County; the current receptionist at LCHS will be bumped out of her job. Her last day of work will be Friday, January 15, 2010.

A union employee from the Courthouse bumped into LCHS's Secretary IV position; and the LCHS Secretary IV employee bumped into the Secretary III position; leaving the current LCHS receptionist without a job.

The current LCHS Secretary IV employee will begin her eight week maternity leave on Friday, January 15, 2010. This means the employee coming from the Courthouse would be starting her new position on Monday, January 18, 2010 and would also need to cover the position of the receptionist who will be on maternity leave. Mr. MacDonald is requesting a clerical LTE until the employee has returned from her maternity leave.

Motion by Brandee Blaine, second by Janet West to hire a clerical LTE for up to nine weeks, or until the receptionist returns from her maternity leave; whichever is first; carried, with Sherry Crist opposing.

VII. DIRECTOR'S COMMENTS

- A. Employee Comp and Overtime Report-Mr. MacDonald reported the total hours for comp time for the period of November 30, 2009 to December 31, 2009 was 42.77 hours and the total overtime hours was 16.50 hours.
- B. Mr. MacDonald explained that due to the county bumping; LCHS will be paying over \$2.00/hour more for support staff wages and benefits the rest of the year. This amounts to approximately \$5,000 that LCHS did not budget for.
- C. Mr. MacDonald stated the HRA dollars set aside for LCHS non-union staff insurance is being applied to the LCHS budget. Mr. MacDonald and Ms. George were unaware of this and these amounts are not budgeted in the LCHS budget. Jack Sauer and Connie Hull stated they will speak with Building and Insurance regarding this issue.

VIII. ADJOURN

- A. The next meeting was set for Thursday, February 11, 2010 at 6:15 p.m. The Audit Committee will meet at 6:00 p.m.

B. The meeting was adjourned by Chair David Hammer at 7:25 p.m.

Reviewed by _____
C. Thomas MacDonald, Director Date

Sherry Crist

David Hammer

Bob Helm

Gerald Heimann

Connie Hull

Jack Sauer

Brandee Blaine

Janet West