

# ***Clark County Community Services Board Meeting Minutes***

Meeting held Friday, April 12, 2019 at 10:00 AM at the Clark County Rehabilitation & Living Center.

## **Call to Order**

Chair Rollins called the meeting of the Community Services Committee to order at 10:00 AM.

## **Roll Call**

Present Members: Frieda Rollins, Arlene Kodl, Scott Jalling, Gary Leichtman, Diane Mattes, Tony Ring, Fred Schindler

Absent Members: Bonnie Matkovich, Roy Tyznik

Others Present: Jane Schmitz, Sue Voigt, Joe Meyer, Brandon Heglund

## **Tentative Agenda**

A motion to approve the agenda was made by Tony Ring, seconded by Diane Mattes, all yes, motion carried.

## **Minutes of March 8, 2019**

The minutes of the March 8<sup>th</sup> meeting were approved on a motion made by Tony Ring, seconded by Diane Mattes, all yes, motion carried.

## **Vouchers**

The March Community Services vouchers were reviewed and approved on a motion by Tony Ring, seconded by Diane Mattes, all yes, motion carried.

The March ADS vouchers were reviewed and approved on a motion by Tony Ring, seconded by Diane Mattes, all yes, motion carried.

## **Report of the CCRLC Sub-Committee meeting of March 8, 2019**

The report of the Rehabilitation & Living Center Sub-Committee meeting of March 8<sup>th</sup> was received and filed.

## **Other Business**

### **Reappointments to the Community Services Board: Frieda Rollins, Arlene Kodl, Scott Jalling**

A motion to accept the reappointments as presented was made by Gary Leichtman, seconded by Tony Ring all yes, motion carried.

### **2018 Budget Community Services and ADS**

Sue Voigt reported on the December 2018 budget which appears to show a surplus at this time.

Joe Meyer reported on the December 2018 budget which appears to show a surplus at this time.

## **2019 Budget Community Services and ADS**

Sue Voigt reported on the March 2019 budget however reporting functionality within Munis remains limited.

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## **Inpatient Mental Health Services Report**

Sue Voigt reported on March inpatient days.

## **Services to Jail Inmates**

Sue Voigt indicated a finalized agreement has been achieved between departments for continued Jail services for 2019 including reintroducing AODA group treatments.

## **Class and Comp Study**

Jane Schmitz and Sue Voigt discussed the class and comp study with the committee.

## **New Hires**

Sue Voigt updated the committee on the recent hiring of a Program Assistant and the current efforts in recruiting for a Case Management position.

Joe Meyer discussed the current efforts in recruiting a Rehab Supervisor and needing the flexibility to start the position higher on the wage scale.

A motion to approve the Rehab Supervisor position at up to step 3 of the Administrative Compensation Policy was made by Tony Ring, seconded by Diane Mattes, all yes, motion carried.

## **Wage Rate Changes**

Community Services – none

ADS - none

## **Personnel**

Community Services – Sue Voigt discussed the historic declining trend in caseload for the Speech Therapist Birth to Three program. Due to the historic decrease in caseload and in an effort to increase efficiencies, it is being recommended that the Speech Therapist Birth to Three position be eliminated and services be contracted to a third party provider.

A motion to eliminate the PT Speech Therapist Birth to Three position and contract with CESA to perform Speech Therapist Birth to Three services no later than June 30, 2019 was made by Tony Ring, seconded by Diane Mattes, all yes, motion carried.

Jane Schmitz and Sue Voigt discussed the CSP program. Upon creation the employees were employees of the CCRLC whom transitioned to Community Services. CCRLC and CS have made interdepartmental entries to record the costs of the employees within their respective budgets however, it is recommended moving into the 2020 budget process that the CSP program and related expenses be moved to the CS budget.

A motion to approve moving the CSP budget from the CCRLC fund to the CS fund effective with the 2020 budget was made by Gary Leichtman, seconded by Tony Ring, all yes, motion carried.

ADS – Joe Meyer discussed flexibility with the Rehab Supervisor position by posting it as a PT position.

A motion to approve posting the FT Rehab Supervisor position as a PT Rehab Supervisor position was made by Tony Ring, seconded by Scott Jalling, all yes, motion carried.

Joe Meyer discussed the PT Rehab Supervisor position and the current efforts in recruiting a PT Rehab Supervisor and needing the flexibility to start the position higher on the wage scale.

A motion to approve the PT Rehab Supervisor position at up to step 3 on Administrative Compensation Policy was made by Tony Ring, seconded by Scott Jalling, all yes, motion carried.

Fred Schindler arrived at 11:23 AM

### **Flex Schedules**

Approval for flexible schedules for the Associate Director and ADS Director was requested.

A motion to approve the flex schedules for the Associate Director and ADS Director was made by Scott Jalling, seconded by Tony Ring, all yes, motion carried.

Diane Mattes departed at 11:27 AM

Arlene Kodl arrived at 11:28 AM

### **Credit Card Purchases**

Sue Voigt reviewed with the committee the monthly credit card expenses.

### **Items for the May Community Services Committee Meeting**

#### **Public Comment**

#### **Adjourn**

Motion to adjourn at 11:33 AM was made by Tony Ring, seconded by Scott Jalling, all yes, motion carried.

The May meeting of the Community Services Board is scheduled for Friday, May 10, 2019 at the Clark County Rehabilitation and Living Center in the classroom beginning at 10:00 AM.