

**HEALTH AND HUMAN SERVICES
MINUTES
January 4, 2010**

The Health and Human Services Committee of the DeKalb County Board met on Monday, January 4, 2010 @ 6:30p.m. in the Administration Building's Conference Room East. Chairman Jeff Metzger, Sr. called the meeting to order. Members present were Eileen Dubin, John Emerson, Paul Stoddard and Derek Tyson. Ms. LaVigne was absent. Ms. Donna Moulton was also present.

APPROVAL OF THE MINUTES

Moved by Mr. Emerson, seconded by Mr. Tyson, and it was carried unanimously to approve the minutes from December 2009.

APPROVAL OF THE AGENDA

Chairman Metzger, Sr. asked to amend the agenda to have Mr. Derek Tyson address the committee on a conflict of time that he has. He placed him as item #3A on the agenda.

Moved by Ms. Dubin, seconded by Mr. Stoddard and it was carried unanimously to approve the amended agenda.

MR. DEREK TYSON'S REQUEST

Committee member, Derek Tyson, asked if the committee would consider changing the start time for the committee meetings until May 2010 to 7:30p.m. because of a work schedule conflict that he has during those months. The committee agreed to change the meeting start time to 7:30p.m. until May 2010 to accommodate Mr. Tyson's work schedule. They could not amend the time for the month of April, however, when the committee holds the Senior Services Tax Levy Public Hearings. Those meetings will start at 5:00p.m. on April 5th and April 12th, 2010.

FUNDING FOR A GRANT WRITER

Ms. Dubin said that she has spoken with other administrators and they don't feel that they have the time to go after core grants and that is why she is wondering if now is the time to explore the possibility of hiring a part-time grant writer to help these various agencies in the County. She feels that this is a good time to look into it because everyone is in need of money.

The committee decided to look into the past survey that was taken by various agencies that this committee came up with about four or five years ago and set some parameters. They will review the feedback and see if this issue should be pursued.

FAMILY SERVICES AGENCY REALLOCATION OF FUNDS REQUEST

The committee discussed the request from Family Services Agency regarding the reallocation of Senior Services Tax Levy funds that was received by the agency in June 2009. With the elimination of the Assisted Living Program the reduction in staff leaves them with no back-up support for the

Director with the exception of one individual who works through the "Title 5" government program on a temporary basis.

After a brief discussion, it was moved by Mr. Stoddard, seconded by Mr. Tyson, and it was carried unanimously to approve the request for a receptionist position in the amount of \$10,269.00 for 975 hours @ \$10.53 an hour, by a voice vote.

USES FOR SENIOR SERVICES TAX LEVY

Chairman Jeff Metzger, Sr., said that we have come across in some of the applications in the past that some of the requests are not just for senior citizens, it's for the general population. In the past we have not approved those types of applications. Chairman Metzger, Sr. asked if everyone was clear on the uses?

Mr. Stoddard said that he feels that we do need to use some type of measure.

Mr. Tyson agreed.

ONE-TIME SENIOR SERVICES TAX LEVY REQUESTS

The committee briefly discussed the various agencies applications that they have received regarding the one-time Senior Services Tax Levy requests. The committee agreed on the following allocations:

- 1. Fox Valley Older Adults \$2,156.00

*This request is for the certification training session that their staff needs to secure as a requirement for Home Care and Adult Day Services Management.

- 2. Elder Care
 - a.) Case Management \$4,416.00
 - b.) Self-Neglect Program \$1,158.00
 - c.) Agency-wide Use \$1,921.66
 - Total \$7,495.66

*These requests are for various pieces of electronic equipment, i.e., laptops, extended warranties, scanners, printers, cases, and a pc computer.

- 3. Opportunity House \$1,900.00

*This request is for two lift chairs for their senior program for developmentally disabled senior citizens in their Senior Activity Room.

Grand Total Amount Awarded	\$11,551.66
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It was moved by Mr. Stoddard, seconded by Ms. Dubin, and it was carried unanimously to forward this recommendation on to the full board for approval.

Those agencies that the committee has received applications from that they still have questions on will be heard at the next committee meeting in February 2010.

JOB RECLASSIFICATION REQUEST FROM THE COMMUNITY SERVICES DEPARTMENT – MS. DONNA MOULTON

Ms. Donna Moulton, Director of the DeKalb County Community Services Department, approached the committee about a job reclassification request that would upgrade a secretarial position to an Office Manager position. The position is entirely paid for through a grant so it will not cost the County anything for this upgraded position. She has already met with Mr. Gary Hanson, DeKalb County's Deputy County Administrator and gone over everything with him. She explained that more tasks have been added to this position and there will be more to come.

Mr. Stoddard asked if Ms. Moulton to please forward a copy of the job description for this position to the committee.

Moved by Mr. Stoddard, seconded by Ms. Dubin, and it was carried unanimously to approve this request.

2010 SUGGESTED ANNUAL DATES LIST

The committee discussed the 2010 Suggested Annual Dates List and approved all of them and agreed to add on the extra April 12, 2010 meeting for the Senior Services Tax Levy public hearings and to change the times of the February, March and May meetings to begin at 7:30p.m.

ADJOURNMENT

Moved by Mr. Stoddard, seconded by Mr. Tyson, and it was carried unanimously to adjourn the meeting.

Respectively submitted,

Chairman Jeffery Metzger, Sr.

Mary C. Supple, Secretary